

Year End Closing Dates – 2009

April 30*	Electronic Requisitions Requiring a Bid (> \$76,700)
May 14	Electronic Requisitions Not Requiring a Bid
May 31*	Blanket Purchase Order Charges Expenditure Transfers (YTD Cost Recovery)
June 11	Warehouse Requisitions
June 18	Receiving Cutoff
June 25	<i>For all Time Worked through June 20:</i> Pay Claims
July 2	<i>For all Activity Completed on or by June 30:</i> Duplicating Print Shop Copier Facility Operations Transportation Postage Direct Payment Requests (including CDTC Live Scan) Travel Claims Cash Purchase Orders
July 9	Expenditure Transfers (Final)
July 15	Last Check Run for 2008
July 16	VTEA Re-distribution Transfers Close Blanket Purchase Orders
July 23	Final Adjusting Entries

Year End Opening Dates - 2010

January	Create New Year File Suite
April 6	Begin Salary & Benefit Budget Import (Fund 11, only)
April 27	Begin Operational Budget Import (Fund 11, only)
May 1*	Submit Fund 12, 14 and Auxiliary Budgets for key-entry
May 7	New Year Preliminary Budgets in Place (Fund 11) Change Account Status from Authorized to Open
May 11	End Users Begin Creating Requisitions in New Year

* Date doesn't change from year to year.