

Year End Closing Dates – 2016

April 29	Electronic Requisitions Requiring a Bid (> \$86,000)
May 16	Electronic Requisitions Not Requiring a Bid
May 26	Blanket Purchase Order Charges
June 16	Receiving Cutoff Warehouse Requisitions <i>For all Time Worked through June 17:</i> Pay Claims
July 7	<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 13	Last Check Run for 2016
July 14	Close Blanket Purchase Orders
July 21	Expenditure Transfers
July 28	Final Adjusting Entries

Fiscal Year 2017 Opening Dates

March 22	Salary & Benefit Budgets Posted (Fund 11)
April 20	Operational Budgets Posted (Fund 11)
April 21	New Year Preliminary Budgets Available (Fund 11)
April 29	Submit Fund 12, 14 and Auxiliary Budgets
May 9	End Users Begin Creating Requisitions in New Year