

## **Year End Closing Dates – 2017**

<b>April 28</b>	Electronic Requisitions Requiring a Bid (> \$88,300)
<b>May 15</b>	Electronic Requisitions Not Requiring a Bid
<b>May 31</b>	Blanket Purchase Order Charges
<b>June 15</b>	Receiving Cutoff Warehouse Requisitions <i>For all Time Worked through June 16:</i> Pay Claims
<b>July 6</b>	<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
<b>July 12</b>	Last Check Run for 2017
<b>July 13</b>	Close Blanket Purchase Orders
<b>July 20</b>	Expenditure Transfers
<b>July 27</b>	Final Adjusting Entries

## **Fiscal Year 2018 Opening Dates**

<b>March 15</b>	Salary & Benefit Budgets Posted (Fund 11)
<b>April 17</b>	Operational Budgets Posted (Fund 11)
<b>April 24</b>	New Year Preliminary Budgets Available (Fund 11)
<b>April 28</b>	Submit Fund 12, 14 and Auxiliary Budgets
<b>May 8</b>	End Users Begin Creating Requisitions in New Year