

Year End Closing Dates – 2018

- April 27** Electronic Requisitions Requiring a Bid (> \$90,200)
- May 14** Electronic Requisitions Not Requiring a Bid
- May 31** Blanket Purchase Order Charges
- June 14** Receiving Cutoff
Warehouse Requisitions
For all Time Worked through June 15:
Pay Claims
- July 5** *For all Activity Completed on or by June 30:*
Duplicating
Print Shop
Copier
Facility Operations
Transportation
Postage
Direct Payment Requests (including CDTC Live Scan)
Travel Claims
Cash Purchase Orders
- July 11** Last Check Run for 2018
- July 12** Close Blanket Purchase Orders
- July 19** Expenditure Transfers
- July 26** Final Adjusting Entries

Fiscal Year 2019 Opening Dates

- March 16** Salary & Benefit Budgets Posted (Fund 11)
- April 16** Operational Budgets Posted (Fund 11)
- April 24** New Year Preliminary Budgets Available (Fund 11)
- April 27** Submit Fund 12, 14 and Auxiliary Budgets
- May 7** End Users Begin Creating Requisitions in New Year