

# Fiscal Year 2024 Deadlines

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|-----------------|---|
| <b>April 11</b> | Facility Services New or Approved & Funded Work Orders  |
| <b>May 1</b>    | FY 2024 Capital Purchase Requisitions   |
| <b>May 7</b>    | Bulk Mail Work Orders   |
| <b>May 15</b>   | Retroactive Labor Distribution Change Requests - 12:00 p.m.   |
| <b>May 21</b>   | FY 2024 Requisitions<br>* Any new supplier needed for a FY24 Requisition must be requested by May 1st.  |
| <b>May 31</b>   | Deposits of Cash and Checks - 4:00 p.m.   |
| <b>June 5</b>   | Cost Transfer Requests<br>Intercompany Transaction Requests   |
| <b>June 18</b>  | AP Invoices & Expense Reports - 5:00 p.m.<br>Last day for Receivables Accrual - 5:00 p.m.<br>Last day to submit a PO close request form - 5:00 p.m. |
| <b>June 21</b>  | Final Fiscal Year End Confirmation - 5:00 p.m.  |