

Fiscal Year 2025 Deadlines

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| April 11 | Facility Services New or Approved & Funded Work Orders |
| May 1 | Capital Purchase Requisitions
New Supplier Request |
| May 9 | Bulk Mail Work Orders |
| May 13 | Retroactive Labor Distribution Change Requests* - 12:00 p.m.
* Must be in "Active" status |
| May 20 | Requisitions |
| May 31 | Deposits of Cash and Checks – 4:00 p.m. |
| June 4 | Cost Transfer Requests
Intercompany Transaction Requests |
| June 17 | Accounts Payable Invoices & Expense Reports – 5:00 p.m.
Receivable Accruals – 5:00 p.m.
Purchase Order close Requests – 5:00 p.m. |
| June 24 | Final Fiscal Year End Confirmations – 5:00 p.m. |