As fiscal year end is fast approaching, the following guidelines/deadlines have been established in order to ensure a smooth fiscal year end.

**Friday, June 8, 2018**
- **Deadline for Employee TRVs** - must be received in the Controller’s Office

**Friday, June 15, 2018**
- Deadline for Non-Employees and Students TRVs
- Travel Employee Expense Reports in PeopleSoft must be in the queue for approval by Travel Office

**Friday, June 22, 2018**
- Deadline to submit requisitions to Purchasing for FY2017-2018

**Monday, June 25, 2018**
- Deadline for FY2017-2018 IITs/RQs
- Deadline to clear FY2017-2018 Cash Advances that ended on or before May 31st
- Deadline for FY2017-2018 Invoice Submission for payment in June
- Last day for Payment Requests AP Approvals for FY2017-2018

**Thursday, June 28, 2018**
- VISA Purchasing Card transactions must be allocated in WORKS by 4:30pm

**Friday, June 29, 2018**
- VISA Team Card Expense Reports for June Billing cycle must be approved in Peoplesoft by 6/29
- All Match Exceptions and Budget Overrides completed by 3:30pm
- Final June Pay-cycles to be run at 4:00pm

**Monday, July 2, 2018**
- 12 Noon deadline for Journal Entries for the month of June

**Friday, July 6, 2018**
- Deadline for FY2017-2018 Invoice Submission for payment in FY2017-2018

**Wednesday, July 11, 2018**
- 12 Noon deadline for FY2017-2018 Journal Entries
- FY 2017-2018 POs rolled to FY 2018-2019

**Wednesday, July 18, 2018**
- Fiscal Year 2017-2018 Closed

**NOTE:** AP Payments from July 1st – 11th attributable to FY 2017-2018 will accrue to prior year

Please call 777-2602 if you have any questions concerning these deadlines