Fiscal Year End Activities Under Way

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

**Thursday, June 22, 2017**

- Deadline to submit requisitions to Purchasing for FY2016-2017

**Friday, June 23, 2017**

- Requisitions submitted after June 22nd will be FY2017-2018 requisitions and sourced to FY2017-2018 Purchase Orders.

**Monday, June 26, 2017**

- Deadline for FY2016-2017 IITs/RQs
- Deadline to clear FY2016-2017 Cash Advances that ended on or before May 31st
- Deadline for FY2016-2017 Invoice Submission for payment in June
- Last day for Payment Requests AP Approvals for FY2016-2017

**Thursday, June 29, 2017**

- VISA Team Travel Card transactions must be allocated by 3:30pm (WORKS)
- VISA Purchasing Card transactions must be allocated by 3:30pm (WORKS)

**Friday, June 30, 2017**

- All Match Exceptions and Budget Overrides completed by 3:30pm
- Final June Paycycles to be run at 4:00pm

For additional information view the [2016-2017 Year End Guidance and Deadlines](#) online.

Reminder—Out of Office Settings

If you approve transactions like payment requests, requisitions or journals in PeopleSoft, do not forget to select an alternate user to review and approve these transactions while you are out of the office. Go to the Main Menu - My System Profile to select an alternate user.

Questions or comments? Use the [Contact Us](#) page to determine where to send your questions or comments.