

<p>TRAVEL Thursday, June 7</p>	<p>-Travel Authorizations, Expense Reports & Supporting Documentation must be submitted to the Controller's Office by June 7th for payment with the Friday, June 15th paycheck.</p> <p>-On-Line Expense Report entry must be completed by 3:00 PM. No on-line entry after June 7th.</p> <p>-All outstanding cash advances for completed travel must be reconciled with expense reports to the Controller's Office by 3:00 PM on June 7th.</p> <p>-CASH ADVANCES WILL NOT BE AVAILABLE FOR DISBURSEMENT AFTER THURSDAY, JUNE 7th.</p> <p>Note: Accounts Payable will continue to process FY18 travel reports as long as possible prior to June 30th.</p>
<p>VENDOR ADD/UPDATE FORMS & VENDOR PAYMENTS/INVOICES Friday, June 15</p>	<p>Vendor Add/Update Forms to the Controller's Office. Vendor invoices for purchase orders and disbursement vouchers to the Controller's Office.</p> <p>Note: Accounts Payable will continue to process FY18 invoices and disbursement vouchers as long as possible prior to June 30th.</p>
<p>PROCARD</p> <p>Daily/Weekly</p> <p>Friday, June 15</p> <p>Monday, July 2</p> <p>Monday, July 9</p>	<p>- Reallocate and/or 'Approve' ProCard transactions as soon as they post in the Procurement Card Center.</p> <p>- Complete FY18 ProCard purchases prior to June 15. This will allow time for most suppliers to submit charges to CitiBank prior to the final bank feed.</p> <p>- Final bank feed [from Citibank] for FY18 transactions. <i>Transactions posted to Citibank by June 29th will be FY18 transactions.</i></p> <p>- Final day to process FY18 On-line ProCard reallocations (available transactions in the Procurement Card Center only).</p>
<p>JOURNAL ENTRIES/RECHARGES Friday, June 22</p>	<p>Journal entries/recharges to the Controller's Office</p>
<p>FY18 CLOSING Friday, July 13</p>	<p>FY2018 Closing of the Financial System</p>
<p>JUNE MONTH-END REPORTS Monday, July 16</p>	<p>FY2018 (June) Month-End reports available in PS-Finance & Summit</p>

Before committing to new expenditures, please review available budget balances to ensure sufficient funds are available to cover these financial transactions. Balances are low, as we all work toward meeting the University goals for FY18.

Thank you for your attention to these important deadlines. If you have specific questions, you may direct them to your usual contacts in the Controller's Office, Human Resources, Procurement, Office of Budget & Financial Planning and Office of Research and Sponsored Programs.