

The University of West Georgia
Year-End Deadlines - Preliminary
FY2018

Day/Date	Description
Fri - 04/06/18	Quotes to ITS for Tech Fee (Fund 16000) purchases.
Fri - 04/20/18	Last day for ITS Tech Fee (Fund 16000) purchasing approvals in ePro.
Fri - 04/27/18	Last day to submit ITS project requests.
Fri - 04/27/18	Last day for RFQ (Request for Quote) bid requests \$25,000 or greater.
Fri - 04/27/18	Last Day - Request for New or Replacement Fleet Vehicle Approvals
Tue - 05/01/18	Last day for ePro special requests between \$5,000 and \$25,000, not on statewide contract.
Tue - 05/01/18	Last day for sole-source bid requests.
Mon - 05/21/18	Last day to submit Payroll Reallocation Forms to Budget Services in order to impact FY18 (due by 5:00 p.m.)
Fri - 05/25/18	Last day for P-Card charges without special handling (last business day in statement cycle)
Thu - 05/31/18	No cash advances issued for travel with return date after May 31 st .
Thu - 05/31/18	Last day for all ePro special requests.
Fri - 06/01/18	P-Card summaries for May 27 statements due to Purchasing (5 p.m.).
Tue - 06/05/18	Last day for ePro GeorgiaFirst Marketplace catalog orders (5 p.m.).
Wed - 06/06/18	P-Card Journal due to Accounting
Fri - 06/08/18	Last day for fuel pumped at Central Stores to be paid from FY18. All fuel pumped after this date will be charged to FY19.
Fri - 06/08/18	Last day for electronic submission of PeopleSoft expense report. Final approval and valid budget check status for FY18 funds by 5 p.m.
Fri - 06/08/18	Last day to submit fully approved DineWest Catering invoices that are to be settled using lapsable FY18 departmental budgets to the Office of Accounting (5 p.m.).
Fri - 06/08/18	ePro requisitions for travel from June 1 through September 30 encumbering FY18 funds must be submitted by 5:00 p.m. Requisitions must break out the estimated expenditures by category and include a fully approved Travel Authorization form.
Tue - 06/12/18	Last day for submission of non-encumbered check requests - Final approval and valid budget check status - FY18 funds. (5 p.m.)
Tue - 06/12/18	Last day for petty cash reimbursements (11 a.m.).
Tue - 06/12/18	Last day to prepay first quarter FY19 travel (limited to airfare, registration and lodging) using FY18 funds. Final approval and valid budget check status by 5 p.m.
Tue - 06/12/18	Central Stores closes at 5 p.m. and remains closed until July 2 for audit and inventory.
Tue - 06/12/18	Petty Cash Check Requests due to A/P by 5:00 p.m.
Wed - 06/13/18	Campus Charges and Internal Billings due to the Office of Accounting (12 p.m. - noon).
Wed - 06/13/18	ETFs (Expenditure Transfer Forms) due to the Office of Accounting (12 p.m. - noon).
Wed - 06/13/18	Last day for general budget amendments (5 p.m.).
Fri - 06/15/18	Final deadline for transactions to pass Budget Check by 5:00 p.m. All remaining transactions are subject to deletion .
Mon - 06/18/18	Budget Sweep by noon; VPs notified of surplus by the end of the day
Thu - 06/21/18	Accounting to provide Payroll Accrual information to Budget Services by noon
Mon - 06/25/18	Payroll to provide off-cycle totals to Budget Services by noon
Mon - 06/25/18	Final Budget Sweep by noon; President & VPBF notified of remaining surplus by the end of the day
Mon - 06/25/18	Budget Services to provide recommended adjustments to Payroll Accrual to Accounting by noon
Mon - 06/25/18	Financial Aid Locked & Final Student Refunds Posted (12 p.m. - Internal)
Mon - 06/25/18	Download P-Card MTD activity to summary to Accounting by noon
Tue - 06/26/18	Final Warehouse Inventory due to Accounting by 5:00 p.m.
Wed - 06/27/18	Final Payroll Adjustments to Accounting by 9:00 a.m. or will be posted as FY19 activity
Wed - 06/27/18	Last Day in FY18 for A/P processing without Director of Accounting approval
Wed - 06/27/18	Final date for DineWest to submit outside billing to Bursar's Office
Fri - 06/29/18	Bookstore closed for inventory
Fri - 06/29/18	Last day to submit fully approved DineWest Catering invoices that are to be settled using FY18 VP funds to the Office of Accounting (noon).
Tue - 07/03/18	Final Physical Inventories for Auxiliary Services (Bookstore and DineWest) to Accounting by noon (fully costed and ready for final adjusting entries).
Tue - 07/03/18	Last day to submit fully approved DineWest Catering invoices that are to be settled using non-lapsable FY18 departmental budgets such as Orientation to the Office of Accounting (noon).
Tue - 07/03/18	June P-Card statement due to Accounting by noon to assess need for further accruals
Fri - 07/06/18	Download P-Card MTD activity and provide summary to Accounting by noon