

The University of West Georgia
Year-End Deadlines
FY2019

<u>Day/Date</u>	<u>Description</u>
Fri - 04/19/19	Last day for ITS Tech Fee (Fund 16000) purchasing approvals in ePro.
Fri - 04/26/19	Last day to submit ITS project requests.
Fri - 04/26/19	Last day for RFQ (Request for Quote) bid requests \$25,000 or greater.
Fri - 04/26/19	Last Day - Request for New or Replacement Fleet Vehicle Approvals
Tue - 04/30/19	Last day for ePro special requests between \$5,000 and \$25,000, not on statewide contract.
Tue - 04/30/19	Last day for sole-source bid requests.
Fri - 05/10/19	Last day to submit Payroll Reallocation Forms to Budget Services in order to impact FY19 (due by 5:00 p.m.)
Fri - 05/17/19	Deadline to submit requests for cash advances (no cash advances will be issued for travel with return date after May 31 st)
Fri - 05/24/19	Last day for P-Card charges without special handling (last business day in statement cycle). Use after this date should be for urgent matters only, and approved by VP's or Provost's office.
Fri - 05/31/19	P-Card summaries for May 27 statements due to Purchasing (5 p.m.).
Tue - 06/04/19	Last day for all ePro special requests. Final approval and valid budget check status for FY19 funds by 5 p.m.
Tue - 06/04/19	Last day for ePro GeorgiaFirst Marketplace catalog orders (5 p.m.). Final approval and valid budget check status for FY19 funds by 5 p.m.
Tue - 06/04/19	Last day for electronic submission of PeopleSoft expense report. Final approval and valid budget check status for FY19 funds by 5 p.m.
Tue - 06/04/19	ePro requisitions for travel from June 1 through September 30 encumbering FY19 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.
Wed - 06/05/19	P-Card Journal due to Accounting
Fri - 06/07/19	Last day for fuel pumped at Central Stores to be paid from FY19. All fuel pumped after this date will be charged to FY20.
Fri - 06/07/19	Last day to submit fully approved DineWest Catering invoices that are to be settled using lapsable FY19 departmental budgets to the Office of Accounting (5 p.m.).
Tue - 06/11/19	Central Stores closes at 5 p.m. and remains closed until July 2 for audit and inventory.
Tue - 06/11/19	Petty Cash Check Requests due to A/P by 5:00 p.m.
Wed - 06/12/19	Last day for submission of non-encumbered check requests - Final approval and valid budget check status FY19 funds. (5 p.m.)
Wed - 06/12/19	Last day for petty cash reimbursements (11 a.m.).
Wed - 06/12/19	Last day to prepay first quarter FY20 travel (limited to airfare, registration and lodging) using FY19 funds. Final approval and valid budget check status by 5 p.m.
Wed - 06/12/19	Campus Charges and Internal Billings due to the Office of Accounting (12 p.m. - noon).
Wed - 06/12/19	ETFs (Expenditure Transfer Forms) due to the Office of Accounting (12 p.m. - noon).
Wed - 06/12/19	Last day for general budget amendments (5 p.m.).
Fri - 06/14/19	Final deadline for transactions to pass Budget Check by 5:00 p.m. All remaining transactions are subject to deletion.
Mon - 06/17/19	Budget Sweep by noon; VPs notified of surplus by the end of the day
Thu - 06/20/19	Accounting to provide Payroll Accrual information to Budget Services by noon
Mon - 06/24/19	Payroll to provide off-cycle totals to Budget Services by noon
Mon - 06/24/19	Final Budget Sweep by noon; President & VPBF notified of remaining surplus by the end of the day
Mon - 06/24/19	Budget Services to provide recommended adjustments to Payroll Accrual to Accounting by noon
Mon - 06/24/19	Financial Aid Locked & Final Student Refunds Posted (12 p.m. - Internal)
Mon - 06/24/19	Download P-Card MTD activity to summary to Accounting by noon
Tue - 06/25/19	Final Warehouse Inventory due to Accounting by 5:00 p.m.
Wed - 06/26/19	Last Day in FY19 for A/P processing without Director of Accounting approval
Wed - 06/26/19	Final date for DineWest to submit outside billing to Bursar's Office
Wed - 06/26/19	Last day to receive items in ePro for FY19. All other items should be received once the system reopens for FY20 regardless of when the merchandise arrives.
Fri - 06/28/19	Last day to submit fully approved DineWest Catering invoices that are to be settled using FY19 VP funds to the Office of Accounting (noon).
Tue - 07/02/19	Final Physical Inventories for Auxiliary Services (Bookstore and DineWest) to Accounting by noon (fully costed and ready for final adjusting entries).
Tue - 07/02/19	Last day to submit fully approved DineWest Catering invoices that are to be settled using non-lapsable FY19 departmental budgets such as Orientation to the Office of Accounting (noon).
Tue - 07/02/19	June P-Card statement due to Accounting by noon to assess need for further accruals
Fri - 07/05/19	Download P-Card MTD activity and provide summary to Accounting by noon