## The University of West Georgia

## Year-End Deadlines

FY2017

Fri - 03/10/17 Fri - 03/10/17 Fri - 03/10/17 Fri - 03/10/17 Fri - 04/21/17 Fri - 05/04/17 Fri -	Day/Date	<u>Description</u>
Fri - 04/27/17 Last day to submit ITS project requests.  Fri - 04/27/17 Cuotes to ITS for Tech Fee (Fund 16000) purchases.  Fri - 04/27/17 Last day for ITS Tech Fee (Fund 16000) purchasing approvals in ePro.  Fri - 04/28/17 Last day for RPG (Request for Quote) bid requests \$25,000 or greater.  Mon - 05/07/17 Last day for sept approval for Quote) bid requests \$25,000 or greater.  Intu - 05/04/17 Last day for sept approval for public works projects due to Planning & Construction Services by 4:30 p.m.  Mon - 05/22/17 Last day for sept approval Reallocation Forms to Budget Services in order to impact FY17 (due by 5:00 p.m.)  Fri - 05/26/17 Fri - 05/26/17 No cash advances issued for travel with return date after May 31 st.  Thu - 05/07/17 Last day for all ePro special requests.  Fri - 06/09/17 Last day for PC-Gard charges without special handling (last business day in statement cycle)  Last day for ePro GeorgiaFrist Marketplace catalog orders (5 p.m.).  Fri - 06/09/17 Last day for fuel pumped at Central Stores to sep and from FY17. All fuel pumped after this date will be charged to FY18.  Fri - 06/09/17 Fri - 06/09/17 Fri - 06/09/17 Fri - 06/09/17 Last day for first quarter FY18 travel (airfare, registration and lodging) to be paid from FY17 funds.  Frii - 06/09/17 Fri - 06/09/17	Wed - 03/08/17	Last day for RFP (Request for Proposal) bid requests.
Fri - 04/07/17  Quotes to ITS for Tech Fee (Fund 16000) purchases.  Fri - 04/28/17  Last day for ITS Tech Fee (Fund 16000) purchasing approvals in ePro.  Fri - 04/28/17  Last day for RFQ (Request for Quote) bid requests \$25,000 or greater.  Mon - 05/01/17  Thu - 05/04/17  Last day for Pro special requests between \$5,000 and \$25,000, not on statewide contract.  Last day for sole-source bid requests.  Thu - 05/04/17  Mon - 05/22/17  Fri - 05/26/17  Fri - 05/26/17  Fri - 05/26/17  Thu - 05/04/17  Thu - 05/04/17  Thu - 05/04/17  Fri - 05/26/17  Fri - 05/26/17  Fri - 05/26/17  Fri - 05/26/17  Thu - 05/04/17  Thu - 06/14/17  Thu - 06/14	Fri - 03/10/17	Project Request Form - Last day for requests submitted to Planning & Construction Project Services.
Fri - 04/28/17 Last day for ITS Tech Fee (Fund 16000) purchasing approvals in ePro. Fri - 04/28/17 Last day for RFQ (Request for Quote) bid requests \$25,000 or greater. Mon - 05/04/17 Thu - 05/04/17 Last day for ePro special requests between \$5,000 and \$25,000, not on statewide contract.  Thu - 05/04/17 Thu - 06/04/17 Thu - 06/06/17 Thu - 06/13/17 T	Fri - 03/31/17	Last day to submit ITS project requests.
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Tue - 06/13/17 Central Stores closes at 5 p.m. and remains closed until July 3 for audit and inventory.  Printed, signed expense reports with all supporting documentation must be received in Travel Services by 12:00 p.m. (noon). Must have been fully approved and valid budget checked by June 9th deadline for guaranteed FY17 funds.  Tue - 06/13/17 Petty Cash Check Requests due to A/P by 5:00 p.m.  Wed - 06/14/17 Campus Charges and Internal Billings due to the Office of Accounting (12 p.m noon).  Wed - 06/14/17 ETFs (Expenditure Transfer Forms) due to the Office of Accounting (12 p.m noon).  Wed - 06/14/17 Last day for general budget amendments (5 p.m.).  Fri - 06/16/17 Final deadline for transactions to pass Budget Check by 5:00 p.m. All remaining transactions are subject to deletion.  Mon - 06/26/17 Finalcial Aid Locked & Final Student Refunds Posted (12 p.m Internal)  Tue - 06/27/17 Final Warehouse Inventory due to Accounting by 9:00 p.m.  Wed - 06/28/17 Last Day in FY17 for A/P processing without Director of Accounting approval  Mon - 07/03/17 Final Physical Inventories for Auxiliary Enterprises to Accounting by 5:00 p.m. (fully costed and ready for	Mon - 06/12/17	·
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