

**The University of West Georgia**  
**Year-End Deadlines**  
**FY2017**

Day/Date	Description
Wed - 03/08/17	Last day for RFP (Request for Proposal) bid requests.
Fri - 03/10/17	Project Request Form - Last day for requests submitted to Planning & Construction Project Services.
Fri - 03/31/17	Last day to submit ITS project requests.
Fri - 04/07/17	Quotes to ITS for Tech Fee (Fund 16000) purchases.
Fri - 04/21/17	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	Last day for ePro special requests between \$5,000 and \$25,000, not on statewide contract.
Thu - 05/04/17	Last day for sole-source bid requests.
Thu - 05/04/17	Project approval for public works projects due to Planning & Construction Services by 4:30 p.m.
Fri - 05/12/17	Last Day - Request for New or Replacement Fleet Vehicle Approvals
Mon - 05/22/17	Last day to submit Payroll Reallocation Forms to Budget Services in order to impact FY17 (due by 5:00 p.m.)
Fri - 05/26/17	Last day for Budget Services to send Payroll Reallocation Forms to Payroll Department in order to impact FY17 (must have been previously submitted to Budget Services by 5/22/2017)
Wed - 05/31/17	No cash advances issued for travel with return date after May 31 <sup>st</sup> .
Thu - 06/01/17	Last day for all ePro special requests.
Fri - 06/02/17	Last day for P-Card charges without special handling (last business day in statement cycle)
Tue - 06/06/17	Last day for ePro GeorgiaFirst Marketplace catalog orders (5 p.m.).
Fri - 06/09/17	Last day for fuel pumped at Central Stores to be paid from FY17. All fuel pumped after this date will be charged to FY18.
Fri - 06/09/17	Last day – Electronic submission of PeopleSoft expense report – Final approval and valid budget check status – FY17 funds. (5 p.m.)
Fri - 06/09/17	Last day for first quarter FY18 travel (airfare, registration and lodging) to be paid from FY17 funds. Final approval and valid budget check status - FY17 funds. (5 p.m.)
Fri - 06/09/17	Last day for submission of non-encumbered check requests - Final approval and valid budget check status - FY17 funds. (5 p.m.)
Fri - 06/09/17	Last day for petty cash reimbursements (11 a.m.).
Fri - 06/09/17	P-Card summaries for June 4 statements due to Purchasing (5 p.m.).
Fri - 06/09/17	Last day to submit <b>fully approved</b> DineWest Catering invoices to the Office of Accounting (5 p.m.).
Mon - 06/12/17	For special travel from June 1 through September 30 <sup>th</sup> , travel authorization must be received in Travel Services by 12 p.m. (noon) – Attn: Anita Saunders.
Tue - 06/13/17	Central Stores closes at 5 p.m. and remains closed until July 3 for audit and inventory.
Tue - 06/13/17	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	<b>Last day for general budget amendments (5 p.m.).</b>
Fri - 06/16/17	Final deadline for transactions to pass Budget Check by 5:00 p.m. All remaining transactions are subject to deletion.
Thu - 06/22/17	Accounting to provide Payroll Accrual information to Budget Services by noon
Fri - 06/23/17	Budget Services to provide recommended adjustments to Payroll Accrual to Accounting by noon
Mon - 06/26/17	Financial Aid Locked & Final Student Refunds Posted (12 p.m. - Internal)
Mon - 06/26/17	Bookstore begins limited access operations to coordinate physical inventory counts (Mon - Thurs)
Tue - 06/27/17	Final Warehouse Inventory due to Accounting by 5:00 p.m.
Wed - 06/28/17	Final Payroll Adjustments to Accounting by 9:00 a.m. or will be posted as FY18 activity
Wed - 06/28/17	Last Day in FY17 for A/P processing without Director of Accounting approval
Fri - 06/30/17	Bookstore reopens for full operations on Friday
Mon - 07/03/17	Final Physical Inventories for Auxiliary Enterprises to Accounting by 5:00 p.m. (fully costed and ready for final adjusting entries)