# ACCOUNTING, BUDGET & PURCHASING
## 2014-15 YEAR END CALENDAR

### May

**Friday, May 29, 2015**
- Last day for recharges postings against 14-15 fiscal year. Charges made after this date will post to 15-16.
- State and IFR funded purchases under $10,000 must be received by Purchasing.

### June

**Wednesday, June 3, 2015**
- Requests to access or roll PSR savings must be received by Budget.

**Friday June 12, 2015**
- Grainger & VWR: Last day to order online with 14-15 funds.

**Friday June 19, 2015**
- Profech, Dupli & Science Houses: Last day to order online with 14-15 funds.

**Tuesday, June 30, 2015**
- End of 2014-15 fiscal year.

### July

**Wednesday, July 1, 2015**
- Beginning of 2015-16 fiscal year.

**Wednesday, July 1, 2015 - Monday, July 6, 2015**
- Systems will be unavailable.

**Friday, July 17, 2015**
- Last day to request PSR & TS expenditure journal transfers between accounts. Requests should be sent to Budget.

**Friday, July 24, 2015**
- Last day to transfer OTPS expenditures between accounts. Requests should be sent to Accounting.
- Last day to transfer TS/OTPS allocation between accounts. Requests should be sent to Accounting.
- Accounting must receive all items (invoices and AP-102's) necessary to process voucher payments and guarantee payment out of 14-15 funds.

### August

**Friday, August 14, 2015**
- Purchase orders against State appropriated accounts will be disencumbered.

**Friday, August 14, 2015**
- Purchase orders against all other funds (DIFR, IFR, SUTRA, RCF) will be disencumbered.