

# ACCOUNTING, BUDGET & PURCHASING 2008-09 YEAR END CALENDAR

## March

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

## June

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

## August

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

## May

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

## July

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

## September

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

## Wednesday, June 3, 2009

Requests to access or roll PSR savings must be received by Budget

## Friday, June 12 - Friday, June 26, 2009

Last day orders placed to the following will be charged against the 08-09 fiscal year. Items ordered after this date **may** be charged against the 09-10 fiscal year.

Friday, June 12, 2009 - Grainger

Wednesday, June 17, 2009 - Staples

Friday, June 26, 2009 - OfficeMax, Dupli, Fisher, Krackler & VWR

## Friday, June 19, 2009

Procurement cards **may** be shut off close of business

## Tuesday, June 30, 2009

End of 2008-09 fiscal year

## Wednesday, July 1, 2009

Beginning of 2009-10 fiscal year

## Wednesday, July 1, 2009 - Friday July 3, 2009

Systems will be unavailable

## Friday, July 24, 2009

Last day to request PSR & TS expenditure journal transfers between accounts. Requests should be sent to Budget.

## Friday, July 31, 2009

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 08-09 funds

## Friday, March 27, 2009

State and IFR funded purchases over \$20,000 must be received by Purchasing

## Friday, May 1, 2009

State and IFR funded purchases between \$10,001 and \$20,000 must be received by Purchasing

## Friday, May 15, 2009

Last day for recharges postings against 07-08 fiscal year. Charges made after this date will post to 08-09.

## Friday, May 29, 2009

State and IFR funded purchases under \$10,000 must be received by Purchasing

## Monday, August 24, 2009

Purchase orders against State appropriated accounts will be disencumbered

## Wednesday, August 26, 2009

Purchase orders against all other funds (DIFR, IFR, SUTRA, RCF) will be disencumbered

## Friday, August 28, 2009

Sponsored Funds Financial Management must receive all items (invoices and AP-102's) necessary to process payments against ICR accounts that termed 6/30/09

## Wednesday, September 30, 2009

Purchase orders against ICR accounts will be disencumbered