

ACCOUNTING, BUDGET & PURCHASING 2010-11 YEAR END CALENDAR

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				

Wednesday, June 1, 2011

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

Friday, June 10 - Friday, June 24, 2011

Last day orders placed to the following will be charged against the 10-11 fiscal year. Items ordered after this date **may** be charged against the 11-12 fiscal year.

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		

Friday June 10, 2011 - Laboratory Product & MSC

Wednesday, June 15, 2011 - Staples

Friday, June 24, 2011 - Grainger, OfficeMax, Dupli, Fisher, Krackeler VWR, IBNYS, S&B, and Applied Bio

Thursday, June 30, 2011

End of 2010-11 fiscal year

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						

Friday, July 1, 2011

Beginning of 2011-12 fiscal year

Friday, July 1, 2011 - Wednesday July 6, 2011

Systems will be unavailable

Friday, July 22, 2011

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

Friday, July 29, 2011

Last day to transfer OTPS expenditures between accounts. Requests should be sent to Accounting.

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			

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	

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 10-11 funds

Friday, August 12, 2011

Purchase orders against State appropriated accounts will be disencumbered

Friday, August 19, 2011

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

Friday, August 26, 2011

Sponsored Funds Financial Management must receive all items (invoices and AP-102's) necessary to process payments against ICR accounts that termed 6/30/11

Wednesday, September 28, 2011

Purchase orders against ICR accounts will be disencumbered

Friday, March 25, 2011

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

Friday, April 29, 2011

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

Friday, May 20, 2011

Last day for recharges postings against 10-11 fiscal year. Charges made after this date will post to 11-12.

Tuesday, May 31, 2011

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

Thursday September 22, 2011 - Monday, October 17, 2011

SUNY and OSC procurement and payments systems will be unavailable for all OTPS transactions. Please prepare for this extended shutdown period as SUNY and OSC transition to a new Statewide Financial System.