### April

**Friday, April 19, 2019**
- State and IFR funded purchases over $25,000 must be received by Purchasing.

### May

**Friday, May 24, 2019**
- Last day for recharges posting against 18-19 fiscal year. Charges made after this date will post to 19-20.

**Friday, May 24, 2019**
- State and IFR funded purchases under $25,000 must be received by Purchasing.

### June

**Tuesday, June 18, 2019**
- Proftech (Staples): Last day to order online with 18-19 funds.

**Friday, June 28, 2019**
- Grainger, VWR, Fantastic Graphics, S&B & Science Houses: Last day to order online with 18-19 funds.

**Friday, June 28, 2019**
- End of 2018-19 fiscal year

### July

**Monday, July 1, 2019**
- Beginning of 2019-20 fiscal year

**Monday, July 1, 2019 - Friday, July 5, 2019 (estimate)**
- Systems will be unavailable

**Friday, July 19, 2019**
- Last day to request PSR & TS expenditure journal transfers between accounts. Requests should be sent to Budget.

**Monday, July 29, 2019**
- Last day to transfer OTPS expenditures between accounts. Requests should be sent to Accounting.

**Monday, July 29, 2019**
- 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 18-19 funds**

### August

**Friday, August 9, 2019**
- Purchase orders & Contracts against all accounts will be disencumbered