Please distribute the following information within your divisions/areas, as appropriate.

Memo to: Administrative Council
From: Karen Lester, Comptroller
Date: May 13, 2019
Subject: FY19 YEAR-END ACCOUNTING DEADLINES (ALL COST CENTERS)

Please note the following important dates and accounting deadlines for FY19, which ends on Sunday, June 30, 2019. Transactions that occur after the listed deadlines will be posted to FY20.

**PURCHASE ORDERS**
Last day to create a FY2019 PO or P/T contract: June 14, 2019
An open encumbrance report will be furnished to cost centers indicating encumbrances that are still open. Please review and mark any encumbrances that should be canceled. Return the report by June 21st to Deanne Drummond in Business Services. FY19 encumbrances not canceled or paid by July 31st will carryforward into FY20.

**PURCHASING CARDS**
Last day for purchasing card transactions to be posted: June 25, 2019
Please note merchants do not always post transactions the same day that goods/services are received.

**ON-CAMPUS SERVICES**
Last day for the following on-campus charges to be sent to Business Services: June 27, 2019
- Printing Services
- Postage
- Bookstore
- Production Services
- IT Chargebacks
- State Vehicle Mileage (Motor Pool)

**TRAVEL/BUSINESS EXPENSE REIMBURSEMENT**
Last day to submit reimbursement to Business Services for any travel that began/ended on or before June 30th: July 3, 2019

**STUDENT PAYROLL**
Last day of student hours worked this fiscal year: June 30, 2019
All remaining FY19 student payroll encumbrances will be cleared.

**RECEIPTS**
Cash and/or checks must be deposited with Business Services by 4pm: June 28, 2019