

<b>University of Puget Sound</b>			
<b>Office of Finance</b>			
<b>FY21 Year End Dates - By Due Date</b>			
<b>Completion Date</b>	<b>Day of Week</b>	<b>Category</b>	<b>Task</b>
1-Jun	Tuesday	Procurement Services	Review outstanding PeopleSoft open requisitions and open PO's
2-Jun	Wednesday	Procurement Services	Request assistance from Procurement where open requisitions and PO's needed to be closed
7-Jun	Monday	Procurement Card	Wells Fargo VISA cardholders or reconcilers complete May statement review
12-Jun	Saturday	Procurement Card	Wells Fargo VISA approvers complete May statement approval
15-Jun	Tuesday	Procurement Services	Submit all FY21 approved requisitions greater than \$1,000 to Procurement
24-Jun	Thursday	Accounts Payable	Submit expense (cash) advance accounting with receipts to Accounts Payable
25-Jun	Friday	Accounts Payable	Ensure all reimbursement requests (via disbursement request form) to be made from Office of Finance petty cash have been submitted and picked up from Accounts Payable
25-Jun	Friday	Budget/Accounting	Submit all deposits to Office of Finance
28-Jun	Monday	Procurement Card	May Pcard and OOP transactions posted to PeopleSoft
30-Jun	Wednesday	Accounts Payable	Submit coded and approved invoices to Accounts Payable daily
30-Jun	Wednesday	Accounts Payable	Forward Purchase Order invoices received by your department to Accounts Payable
30-Jun	Wednesday	Budget/Accounting	First round review of all budget expenditures in Budget Admin tools
30-Jun	Wednesday	Budget/Accounting	Submit final June deposits
6-Jul	Tuesday	Budget/Accounting	Recharge areas submit June recharge files
7-Jul	Wednesday	Procurement Card	Wells Fargo VISA cardholders or reconcilers complete June statement review
8-Jul	Thursday	Budget/Accounting	Submit all expense reclassification requests to finance@pugetsound.edu
8-Jul	Thursday	Accounts Payable	Submit all FY21 mileage and expense reimbursement requests, other than OOP
9-Jul	Friday	Accounts Payable	Submit all remaining invoices and other disbursement requests to Accounts Payable
9-Jul	Friday	Budget/Accounting	Facilities submits final utility expense allocation spreadsheet to Accounting
9-Jul	Friday	Budget/Accounting	Second round review of all budget expenditures in Budget Admin tools
9-Jul	Friday	Accounts Payable	Submit expense accrual forms to Accounts Payable
12-Jul	Monday	Procurement Card	Wells Fargo VISA approvers complete June statement approval
19-Jul	Monday	Procurement Card	June Pcard and OOP transactions posted to PeopleSoft
20-Jul	Tuesday	Budget/Accounting	Final round review of all budget expenditures in Budget Admin tools