

## Year End Dates and Deadlines

### June 2021

- 1<sup>st</sup>** - Start writing the actual date goods or services are received on **ALL** invoices and p-cards
  - Continue to write this on your payments through **August 10<sup>th</sup>**
- 11<sup>th</sup>** - Send departmental lease information to Finance & Admin (hevans@eou.edu)
- 18<sup>th</sup>** - Last day to use P-Card prior to 5:00 pm
- 19<sup>th</sup>** - Do **NOT** use P-Cards until July 1<sup>st</sup>
- 24<sup>th</sup>** - Last day to re-class P-Card transactions in Banner prior to 5:00 pm
- 30<sup>th</sup>** **END OF FISCAL YEAR!**
  - Deposit **ALL** cash/checks with Student Accounts by 12:00 pm.
  - Update manual Payroll checks by 5:00 pm.

### July 2021

- 1<sup>st</sup>** - Resume use of P-Card
  - Notify Finance & Admin (hevans@eou.edu) of any unearned revenue
- 6<sup>th</sup>** - Send all invoices to AP (ap@eou.edu) by 12:00 pm
  - Close out all encumbrances and purchase orders
  - **Scan** all FY21 invoices to AP (ap@eou.edu) that haven't already been sent
- 8<sup>th</sup>** **PERIOD 12 CLOSE**
- 9<sup>th</sup>** - Re-class all P-Card transactions for FY22
  - Notify AP (ap@eou.edu) if you see P-Card transactions feed through for FY21
  - Submit June P-Card packet to AP
- 12<sup>th</sup>** - Library schedule due
  - Notify F&A (hevans@eou.edu) of any fixed asset purchases or disposals during FY21
  - Notify F&A (hevans@eou.edu) of ALL outstanding receivables
- 16<sup>th</sup>** - Notify F&A (hevans@eou.edu) of gift pledges
- 19<sup>th</sup>** - Notify F&A of any FY21 invoices you have not received to pay. Include vendor name and estimated amount for each expense.
- 23<sup>rd</sup>** **PERIOD 14 CLOSE**
- 30<sup>th</sup>** - Submit Housing & Dining Census data