

Year End Dates and Deadlines

June 2023

- 1st** - 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 11th**
- 9th** - Send departmental lease information to Finance & Admin (mgkennedy@eou.edu)
- 16th** - Last day to use P-Card prior to 5:00 pm
 - Do **NOT** use P-Cards until July 1st
- 22nd** - Last day to re-class all outstanding P-Card transactions in Banner prior to 5:00 pm
- 30th** **END OF FISCAL YEAR!**
 - Deposit **ALL** cash/checks with Student Financial Services by 12:00 pm
 - Update manual Payroll checks by 5:00 pm

July 2023

- 1st** - Resume use of P-Cards
 - Notify Finance & Admin (mgkennedy@eou.edu) of any unearned revenue
- 6th** - Send all invoices to AP (ap@eou.edu) by 12:00 pm
 - Close out all encumbrances and purchase orders
 - Submit all FY23 invoices via the [Invoice Submission Portal](#) that haven't been sent
- 10th** **PERIOD 12 CLOSE**
 - Submit June P-Card packets to AP by 5:00 pm
- 10th** - Re-class all P-Card transactions for FY24
 - Notify AP (ap@eou.edu) if you see P-Card transactions feed through for FY23
- 12th** - Library schedule due to F&A (mgkennedy@eou.edu)
 - Notify F&A (mgkennedy@eou.edu) of fixed asset purchases or disposals during FY23
 - Notify F&A (mgkennedy@eou.edu) of ALL outstanding receivables
- 13th** - Notify F&A (mgkennedy@eou.edu) of gift pledges
- 14th** - Notify F&A of any FY23 invoices not yet received (include vendor name and amount)
- 24th** **PERIOD 14 CLOSE**
- 27th** - Submit Housing & Dining Census data