



Office of the *CONTROLLER*
 Division of Business and Financial Affairs

The following information is to assist you during the transition from the University fiscal year ending September 30, 2019 to FY2020 beginning October 1, 2019. Accounting Standards require that expenses be recorded in the fiscal period for which they are applicable. To accomplish this the Business Office will begin to transition expenses, as applicable, to the new fiscal year. The following schedule will serve as the guideline to accomplish this task:

August 30	Deadline for submission of Personnel Action Forms (P.A.F) for FY2019
September 9	Deadline for any and all purchases of essential items deliverable within September. This means that all new purchase order requisitions, online purchases and p-card transactions will be evaluated for the appropriate fiscal period and entered or posted accordingly.
September 20	Deadline to provide Purchasing with the expected due date of any open purchase orders (open encumbrances) in your budget(s). If there are open requisitions please send Purchasing an explanation of why it wasn't submitted for order placement and/or if it should be canceled.
September 30	The last day to receive material or accept services for payment from FY2019.
October 9	Last day to turn in reimbursement requests for travel or any other reimbursable expense from FY2019.

<i>Friendly Reminders:</i>	Work with facilities, print shop, purchasing, etc. to evaluate expenses that haven't posted to your budget yet to have a clear understanding of your budget balance.
	Do NOT request proforma invoices, the University cannot pay from one. Only items received or services already rendered prior to September 30 may be paid from FY2019.