To: All Departments

From: Tammy Slusser, Controller

Subject: Year End Processing Dates

Date: May 15, 2017

The University ends its fiscal year on June 30th. The following are the cut-off dates for various financial transactions for the end of this fiscal year (provided in both list and calendar format). In general, documents received after the due date will be recorded in the new fiscal year.

In addition, please ensure all compensated absences have been both reported and approved no later than July 3, 2017 for any remaining FY2017 activity.

Further information on cashiering, expense reimbursements, PCard reconciliations, and Accounts Receivable Other (ARO) are included in the accompanying memos.

Please share this information with others in your department as you feel necessary.

Thank you for your assistance in assuring our auditors that a timely cut-off has occurred. Should you have any questions or need further information, please contact the Controller’s Office at x2-2392.