Cut-Off Dates for Transactions with FY 2014 Funds

The following are cut-off dates established for FY 2014 transactions through Business Services. The Procurement dates are a derivation from the State Department of Administration mandate that the last day of encumbering funds for purchases is May 31, 2014.

**April 7** - Last day for external Requisitions for capital equipment, goods, or services over $50,000 not on existing contract (Requires Official Sealed Bid Process).

**April 28** - Last day for external Requisitions over $5,000 for capital equipment, goods, or services not on contract (Requires Simplified Bid Process).

**June 6** - Last day for FY14 budget transfers that need UWSA approval.

**June 16** - Last day for Payment to Individual Requests (PIR’s), Travel Expense Reports (TER’s), all External Requisitions (with invoice attached), ‘Cash with Order’ Requisitions under $5,000, and Invoices against existing Purchase Orders including 2014 Blanket Orders. Requisitions must be accurate with complete documentation.

**June 16** - Last day for Sales Credits and Refunds accepted by Business Services.

**June 20** - Last day for all Direct Retros (Salary Cash Transfers) accepted.

**June 20** - Last day for Journal Entry Requests for charge backs or corrections.

**June 20** - Last statement for Procurement Card Transactions.

**June 27** - Last day for Departmental Cash Receipts accepted by the Cashier’s Office.

**Transaction requests received after the above dates cannot be guaranteed to be processed for FY 2014.**

Please contact Beth Frederick at x2608 or Scott Menke at x2155 if you have any questions.