

Cut-Off Dates for Transactions with FY 2019 Funds

The following are cut-off dates established for FY 2019 transactions through Business Services:

April 5 - Last day for external Requisitions for capital equipment, goods, or services over \$50,000 not on existing contract (Requires Official Sealed Bid Process).

April 26 - Last day for external Requisitions over \$5,000 for capital equipment, goods, or services not on contract (Requires Simplified Bid Process).

May 31 - Last day for encumbering funds for purchases (Purchase Orders) in FY19. This cut-off date is mandated by the State Department of Administration.

June 3 - Last day for FY19 budget transfers that need UWSA approval.

June 12 - Last day for Invoices against existing Purchase Orders including 2019 Blanket Orders. Requisitions must be accurate with complete documentation.

June 21– Last day for Payment to Individual Requests (PIR's), Request for Reimbursement (RFR), Refund of Receipt (ROR), External Requisitions (with invoice attached), and 'Cash with Order' Requisitions under \$5,000. All paperwork must be accurate with complete documentation.

June 24 - Last day for all Salary Cash Transfer (Direct Retro) requests.

June 24 - Shop@UW orders placed by the end of the business day on June 24, 2019 in order to be applied to funding in FY19. Orders invoiced between June 25-30, 2019 will be applied to FY20 funding.

June 25 - Last day for Journal Entry requests.

June 26 - Last day for Departmental Cash Receipts accepted by the Cashier's Office.

June 27 - E-Reimbursements approved by UW System Audit by 6:30pm will be charged to FY19.

June 28 - Last Procurement Card billing statement charged to FY19.

Transaction requests received after the above dates cannot be guaranteed to be processed for FY 2019.

Please contact Beth Frederick at x2608 or Jennifer Agerholm at x2781 if you have any questions.