

To be used as a supplement to the Fiscal Year-End 2023 memo.

✓ Last day to...	Deadline
Submit billing requests to Accounts Receivable for the Fiscal Year 2022-2023.	May 17
Submit journal entry requests for posting in the May 2023 accounting period.	May 25
Submit budget transfer requests for posting in the May 2023 accounting period.	May 25
Submit invoiced payment requests to Accounts Payable for guaranteed inclusion in the final EFT and check payment cycle on May 31, 2023: • Check Requests • Honorariums • Purchase Requisitions/Orders	May 26
Purchase with the American Express or Divvy Card.	May 26
Submit the following items to the Cashier's Office for guaranteed inclusion in the Fiscal Year 2022-2023: • Cash Advance • Expense Advance / Reimbursement Voucher • Petty Cash	May 31
Submit AMEX SAP Concur expense reports for May.	June 01
Complete Divvy transactions for May.	June 01
Approve May AMEX SAP Concur expense reports.	June 02
Review May Divvy transactions.	June 02

⚠ Late transactions or documents received after the deadlines listed above may not be processed using May 31, 2023, and therefore could be charged to the Fiscal Year 2023-2024 budget.

⚠ Consistent with the prior year, the expenses incurred in June 2023 will be charged against the departmental Fiscal Year 2023-2024 budget, including prepayments made before June for events occurring in the Fiscal Year 2023-2024.