

Important Financial Related Deadlines	TODAY:	4/8/2021	
Date	Event	Days Until Deadline	Notes
4/15/2021	Deadline - GenOps Carry Forward Requests Submitted to Budget Office - 5pm	7	Monthly Spend Down Reports Action due back to Darren by 4/12/21.
04.19.2021 - 04.23.2021	Darren Out Of Office		
4/30/2021	Deadline-PO's requiring sole source justification approval from State (\$25K - \$499,999) -5pm	22	
05.01.2021 - 05.14.2021	Admins meet with Leadership; Finalize spending plans for the rest of the Fiscal Year.	25-38	The remaining expenses for the fiscal year should be discussed and acted upon in this period until 6/1. Preferably the earlier the better.
5/14/2021	Open Obligation Reports Due - Closures ONLY - POs issued prior to 3/1/21 - Noon	36	
5/14/2021	All Special Funding from Provost MUST be encumbered/expensed or it will be returned to the Provost's Office.	36	Salary items will not encumber past 6.30.21 and we will not carry forward the Special Funding because of salary for FY22.
5/21/2021	Deadline - POs not requiring bids but requiring Purchasing Review (\$2,500 - \$24,999) - 5pm	43	
5/21/2021	All Change Order Requisitions - Submitted & Approved - 5pm	43	
5/23/2021	Revisions to GenOps Carry Forward Requests Submitted to Budget Office - 5pm	45	
5/23/2021	Expense Reports to Travel Team - 5pm	45	
5/23/2021	Deadline - SIRs, Ad Hoc Payments, Wires - 5pm	45	
5/31/2021	MEMORIAL DAY - GT CLOSED for HOLIDAY	53	
6/1/2021	Open Obligation Reports Due - Closures ONLY - POs issued prior to 3/1/21 - 5/31/21 - Noon	54	
6/1/2021	Last Day to Order Items without PRIOR Approval from Main VPUE & Finance in Workday OR Pcard	54	EMERGENCY ORDERS ONLY AFTER THIS DATE!!!!
6/4/2021	Deadline - Invoice Match Exceptions	57	
6/17/2021	Pcard Transactions posted as of this date will hit FY21	70	Any Pcard Transactions that post after 6/17 will be placed against FY22 funds.
6/18/2021	Last day for Small Dollar Catalog Reqs \$2,499.99 and less.	71	FINANCE
7/6/2021	Workday Opens for FY22	89	18 Day Gap in Ordering.