

# FY24 CUTOFF DATES

June 2024				
Monday	Tuesday	Wednesday	Thursday	Friday
<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b> Cost Transfers by 5:00 p.m. - Controller's office  Salary Redistributions by 5:00 p.m. - Controller's office	<b>14</b>
<b>17</b>	<b>18</b>	<b>19</b> Juneteenth - University Closed	<b>20</b>	<b>21</b> Wire transfers by 5:00 p.m. - Accounts Payable  KSU Foundation year-end funding requests must be received by 5:00 p.m. in the Foundation office
<b>24</b>	<b>25</b> Expense Reimbursements (with final approvals) to AP by 5:00 p.m. - Accounts Payable	<b>26</b> Purchase requisitions (final approval) by 5:00 p.m. - Procurement  Budget Revisions - positions by 5:00 p.m. - Budget Office	<b>27</b>	<b>28</b> Invoices/Credit Memos for accounts receivable other by 4:00 p.m.  Interdepartmental charges (IDCs and CORs) by 5:00 p.m.-Controller's office Deposits - entered and complete in Transact by 10:00 p.m.

# FY24 CUTOFF DATES

July 2024				
Monday	Tuesday	Wednesday	Thursday	Friday
<b>1</b> Petty cash reimbursements by 5:00 p.m. - Controller's office Compensated absences by 5:00 p.m. - HR Records  Budget Revisions/Transfers - non-positions by 5:00 p.m. - Budget Office	<b>2</b>	<b>3</b> Invoices and payment requests by 5:00 p.m. - Accounts Payable P-card reconciliations (allocated and signed off) by 5:00 p.m. - Accounts Payable	<b>4</b> Fourth of July Holiday - University Closed	<b>5</b>
<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b> Close FY2024 in Banner (Period 12)
<b>15</b> FY2024 reports available in FlashLine				