

### Fiscal Year End 2019 - Processing Cut-Off Dates

June 2019				
Monday	Tuesday	Wednesday	Thursday	Friday
<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b> Cost transfers 5 p.m. - Controller's Office  Salary redistributions 5 p.m. - Controller's Office
<b>17</b>	<b>18</b> Credit memos/invoices for accounts receivable other (activity through June 14) 4 p.m. - Bursar's Office	<b>19</b>	<b>20</b>	<b>21</b>
<b>24</b>	<b>25</b> Purchase requisitions (final approval) 5 p.m. - Procurement  Wire transfer requests 5 p.m. - Accounts Payable	<b>26</b> Expense reimbursements (final approval) 5 p.m. - Accounts Payable	<b>27</b>	<b>28</b> Credit memos/invoices for accounts receivable other (activity June 15-26) 4 p.m. - Bursar's Office  Deposits (entered and complete) 5 p.m. - CASHNet  IDCs/CORs 5 p.m. - Controller's Office
July 2018				
Monday	Tuesday	Wednesday	Thursday	Friday
<b>1</b>  Credit memos/invoices for accounts receivable other (activity June 27-30) 4 p.m. - Bursar's Office  Compensated Absences 5 p.m. - HR Records  Petty Cash reimbursements 5 p.m. - Controller's Office	<b>2</b>  Budget revisions/transfers 5 p.m. - Budget Office	<b>3</b>	<b>4</b>  <b>HOLIDAY</b> <b>OFFICES CLOSED</b>	<b>5</b>  Invoices & payment requests 5 p.m. - Accounts Payable  Pcard reconciliation 5 p.m. - Accounts Payable