

CRITICAL DEADLINES

FY2024 YEAR END DEADLINES	
Cutoff Dates	Description
March 15	Non-contract requisitions over \$100,000 cutoff
March 15	Project Requests and Purchases due to Facilities Planning
April 15	Non-contract requisitions between \$25,000 and \$100,000 cutoff
May 1st	Requisitions up to \$25,000, state or agency contract purchases for any amount cutoff
May 1st	e-Procurement Closes
May 1st	Online Check Requests cutoff
May 1st	Year End Travel Form
May 26th	P-Card transactions cutoff
June 7th	P-Card Statements signed and approved to Purchasing Department
June 7th	Petty Cash Requests cutoff
June 7th	Monthly user charges sheet cutoff
June 13th	Online Travel reimbursement cutoff
June 14th	Approved Paper travel expense statements due to Accounting
June 23 - June 30	Biweekly hours will post to FY 2025 Budget