

FMSD FISCAL YEAR DEADLINES



FY21 Year End -- Fiscal Year 2021 Cut-Off Dates

University DATES	FMSD-Admin DATES	ACTION
April 30, 2021	April 27, 2021	<ul style="list-style-type: none"> • Requisitions requiring bid (transactions \$25,000 or more, including sole source/sole brand requests). IT approval and review of end-user license agreement (EULA) or contract by Legal, if required, must be received by April 30.
June 4, 2021	May 28, 2021	<ul style="list-style-type: none"> • FMR / Project Budgets to create or modify the value of a renovation project account. This includes CPBEs to return lapsing funds to the client.
June 9, 2021	June 4, 2021	<ul style="list-style-type: none"> • All Purchase Card transactions recorded on your June 2021 Bank Statement will be charged to FY21. Your June bank statement will not be received until July. Generally, vendors and the bank process card transactions within a few days of the purchase. The only way to know for certain what will be charged to your FY21 budget is to gain access to the bank's software, the "WORKS" application. Please contact Purchasing to learn more about this software. • Consultant Purchase Orders must be entered, approved, and signed contracts available. • Express Vouchers / Payment Request Forms entered and approved through workflow and payment documentation uploaded as an attachment to Payment Request Form. Submissions must include the COI and E-verify, as applicable.
June 30, 2021 4:00 PM	June 24, 2021	<ul style="list-style-type: none"> • Journal entries must be entered and submitted for approval. Journal entries must be approved by final department approver. • Purchases against existing statewide contracts, except vehicles and certain computer related equipment, and those not requiring competitive bid (transactions under \$25,000). Payment Request Forms or Non-catalog Orders are preferred for purchases under \$25,000. IT approval and review of end-user license agreement (EULA) or contract by Legal, if required, must be received prior to this date. All transactions of this type must be approved by the final approver in PantherMart by this date to ensure transaction is recorded as an FY21 transaction.