

**FISCAL YEAR END 2012-2013 TIMELINE**

<b>Date</b>	<b>Description</b>
5/10/2013	Last day to enter department requisitions using current year funds.
	o After May 10th you will need to have an emergency requisition form with all appropriate signatures entered by the designated person on your campus and all backup paperwork with completed form must be forwarded to Purchasing.
5/10/2013	Last day to make purchasing card (PCard) purchases with the exception of pre-approved travel, Summer Youth Camps, and Childcare.
	o Any cardholders who will be traveling in June should check with the PCard Office prior to departure to verify that their card is active.
6/13/2013	Cut-off date for pre-approved travel, Summer Youth Camps, and Childcare departments.
6/13/2013	Last day to enter new disbursement requests.
	o Departments need to forward any outstanding invoices to Accounts Payable as soon as they are received.
6/13/2013	Last day to make Office Depot purchases.
6/13/2013	Last day to enter department requisitions for all grants programs.
6/13/2013	All travel reimbursement requests for travel that occurred prior to June 2013 are due in the Travel Office.
	o All travel incurred in June 2013 must be claimed within 2 business days.
7/8/2013	First day to enter new department requisitions using new fiscal year funds.
7/8/2013	First day to enter any new blanket purchase orders (PO's) for Office Depot.
7/15/2013	New Office Depot PO's will be uploaded to Office Depot website.