

Fiscal Year End Timeline

Purchase Orders, PCard Purchases & Travel Expenditure Year-End Deadline

PANTHERNET comes to an end



05/10
Thursday
5 p.m.

- Last day to enter new department purchasing requisitions in Panthernet (current year funds)
- Exception to the above deadline: Grant program purchase requisitions

Month of June

-  **Workday end user training begins: 06/01**

06/01
Friday

- Last day to utilize PCard to make purchases out of current year budget
- Exceptions to above deadline for PCard purchases: Pre-approved travel, Summer Youth Camps, Facilities Departments and Grant Program purchases. PCard holders with pre-approved travel, who will be traveling after June 1st must check with Tom Harkins in the PCard Office prior to departure to verify that their card is active
- Last day to make Office Depot purchases on an existing open blanket PO
- Last day to enter department requisitions for all grant programs
- Last day to place an order against an open blanket PO

06/08
Friday

- Last day for Summer Youth Camps purchase requisitions

06/14
Thursday

- All travel and mileage reimbursement requests due for current 2018 FY budgets. Travel submitted after this date may be deferred to the following fiscal year

06/18
Monday

- Last day goods can be received in Panthernet, so current year's budget gets charged

06/25
Monday


- Final check run for the fiscal year 2018



July 1: Workday Finance Goes Live



07/05
Thursday

- First day to enter new department requisitions using fiscal year 2018-2019 funds **using Workday **
- First day to use PCards (non-travel purchases)
- First day to use **new Travel cards**