

Fiscal Year End Timeline

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

05/09
Thursday
5 p.m.

- Last day to enter new department purchasing requisitions in Workday (current year funds)
- Last day to enter a Supplier Contract in Workday

05/16
Thursday
5 p.m.

- Last day to enter a spend authorization for Travel in Workday

05/30
Thursday
5 p.m.

- Last day to utilize a PCard to make purchases out of the current year budget
- Last day to make a purchase on a Supplier Contract

06/20
Thursday

- Last day goods and services can be received in Workday for current year's budget

06/27
Thursday

- Final check run for the fiscal year 2019

07/01
Monday

- First day to enter new department requisitions using fiscal year 2019-2020 funds using Workday
- First day to use PCards (non-travel purchases)
- First day to enter spend authorization for 2019-2020 Travel