

## FISCAL YEAR 2022-23 DEADLINES

**TO:** Budget Unit and Department Heads & All Employees

**FROM:** Patrick G. Jones, Chief Financial Officer

The following procedures are required due to the nationwide supply and demand shortages and to assure a smooth close for Fiscal Year (FY) 2022-23. Dates apply to all funds for all purchases and/or services needed by June 30, 2023.

### **FRIDAY, MAY 19**

\*\*\*\*All purchase requisitions for goods and services being delivered, must include a guarantee of delivery/availability prior to June 23, 2023. Each guarantee must be certified from the vendor and be forwarded to [purchasing@nsula.edu](mailto:purchasing@nsula.edu) with the Banner requisition number noted\*\*\*\*

**Requisition access will be disabled at noon on Friday, May 19<sup>th</sup> to prepare for Year End Close.**

All purchase requisitions to expend funds allocated to you for the 2022-23 fiscal year must be approved on-line by Friday, May 19, 2023, to provide for delivery by June 23, 2023. All direct payment requests are due in Business Affairs by Friday, May 19<sup>th</sup>. AP Vouchers for direct payment requests must have VP approval.

For all University essential purchases that have VP approval, contact the Purchasing Office for special instructions and prior approval.

### **FRIDAY, JUNE 2:**

Last day to use P-Card for purchases is June 2 @ 4:30 PM. All use must be delayed until after July 6, 2023. All NSU Purchasing Cards will remain suspended during the June billing cycle (June 6, 2023 through July 5, 2023) and will be re-activated on July 6 @ 9:00 AM.

### **FRIDAY, JUNE 9:**

All requests for payments must be submitted to Human Resources for processing final payroll of FY 22-23 by Friday, June 9<sup>th</sup>. Any late forms submitted after this date will require approval by the appropriate Vice President or President and will be processed on the next available payroll.

### **FRIDAY, JUNE 16:**

All Warehouse Requisitions must be received in Central Receiving & Warehouse before 2 p.m. Any requisitions received after June 16<sup>th</sup> will be charged to the 2023-24 fiscal year.

All printing requisitions must be received in University Printing before 2 p.m. All printing requisitions received after June 16<sup>th</sup> will be charged to the 2023-24 fiscal year.

### **FRIDAY, JUNE 23:**

All Receiving must be entered on-line by close of business on Friday, June 23.

All travel expense reports should be submitted immediately upon return. **Travel expense reports received after June 30 will be charged to the next fiscal year, regardless of source of funding.**

All Motor Pool trip tickets must be invoiced by the close of business on Friday, June 23<sup>rd</sup>. Trip tickets after June 23 will be charged to FY 2023-24.