

**University of Puget Sound
Office of Finance**

FY24 Year End Dates - By Due Date

Completion Date	Day of Week	Category	Task
3-Jun	Monday	Procurement Services	Review outstanding PeopleSoft open requisitions and open POs
4-Jun	Tuesday	Procurement Services	Request assistance from Procurement where open requisitions and POs needed to be closed
6-Jun	Thursday	Procurement Card	Wells Fargo VISA P-Card holders or reconciling delegates complete May statement review
11-Jun	Tuesday	Procurement Card	P-Card approvers complete May statement approval
14-Jun	Friday	Procurement Services	Submit all FY24 approved requisitions greater than \$1,000 to Procurement
24-Jun	Monday	Accounts Payable	Submit expense (cash) advance accounting with receipts to Accounts Payable
24-Jun	Monday	Accounts Payable	Ensure all reimbursement requests (via disbursement request form) to be made from Office of Finance petty cash have been submitted and picked up from Accounts Payable
24-Jun	Monday	Budget/Accounting	Begin making sure all deposits will be submitted to Office of Finance by end of June
28-Jun	Friday	Procurement Card	May P-Card and out-of-pocket Cash Expenses transactions posted to PeopleSoft
28-Jun	Friday	Accounts Payable	Submit coded and approved invoices to Accounts Payable daily
28-Jun	Friday	Accounts Payable	Forward Purchase Order invoices received by your department to Accounts Payable
28-Jun	Friday	Budget/Accounting	First round review of all budget expenditures in Budget Admin tools
28-Jun	Friday	Budget/Accounting	Submit final June deposits
3-Jul	Wednesday	Budget/Accounting	Recharge areas submit June recharge files
6-Jul	Saturday	Procurement Card	Wells Fargo VISA P-Card holders or reconciling delegates complete June statement review
8-Jul	Monday	Budget/Accounting	Submit all expense reclassification requests to finance@pugetsound.edu
8-Jul	Monday	Accounts Payable	Submit all FY24 mileage and expense reimbursement requests, other than WellsOne out-of-pocket cash expenses
8-Jul	Monday	Accounts Payable	Submit all remaining invoices and other disbursement requests to Accounts Payable
9-Jul	Tuesday	Budget/Accounting	Facilities submits final utility expense allocation spreadsheet to Accounting
9-Jul	Tuesday	Budget/Accounting	Second round review of all budget expenditures in Budget Admin tools
9-Jul	Tuesday	Accounts Payable	Submit expense accrual forms to Accounts Payable
11-Jul	Thursday	Procurement Card	P-Card approvers complete June statement approval
17-Jul	Wednesday	Procurement Card	June P-Card and Cash Expenses transactions posted to PeopleSoft
18-Jul	Thursday	Budget/Accounting	Final round review of all budget expenditures in Budget Admin tools