Hello,

Below are important **Key Dates** that you will need to acknowledge so that all your end of year financial activities are booked. Please carefully review these dates and note that contract clean-up requires we close purchase orders, requisitions and invoices linked to expired contracts by the end of the fiscal year.

### END OF YEAR IMPORTANT DATES:

<table>
<thead>
<tr>
<th>Activity</th>
<th>Due Date</th>
<th>Activity Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>PURGING PO’S</td>
<td>EOB Friday, June 25, 2021</td>
<td>All purchase orders for which you have a legitimate invoice shall be paid by the last check run in FY ’21. Older purchase orders with no receiving and/or invoice should be closed or AP personnel should contact vendor and request an invoice be submitted immediately.</td>
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<tr>
<td>REQUISITION ENTRY</td>
<td>EOB Friday, June 25, 2021</td>
<td>All orders for supplies, services or construction shall be encumbered in order to forward to next year. <strong>PLEASE NOTE:</strong> Invoices anticipated to be paid next year for services or supplies ordered by June 25, 2021 and are contract related MUST have a purchase order linked with the contract to roll over. <strong>CONTRACT + FY ’21 PO = SUCCESSFUL ROLL OVER.</strong></td>
</tr>
<tr>
<td>INVOICES</td>
<td>4:00 p.m. Wednesday, July 7, 2021</td>
<td>All invoices to be paid this fiscal year must be keyed into MUNIS and approved.</td>
</tr>
<tr>
<td>CASH RECEIPTS</td>
<td>12:00 p.m. Wednesday, June 30, 2021</td>
<td>All cash receipts with cash &amp;/or checks must be submitted physically to the Treasurer’s Office no later than 12:00 p.m. All FY21 WIRE cash receipts must be submitted to the Treasurer’s Office no later than 4:00 p.m.</td>
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</tbody>
</table>