



Fiscal Year-End Timeline

For the 2013 Fiscal Year Ending June 30, 2013

- **April 26:** LAST DAY to submit Fiscal Year 2013 (FY13) capital equipment and furniture requests to purchase (RTPs) to University Procurement
- **April 30:** FY13 Open Commitment/Encumbrances Report will be sent out to departments for review/confirmation
- **May 31:** LAST DAY to submit FY13 operating expenses (accounts 3xxx, 4xxx) RTPs to University Procurement
- **June 12:** LAST DAY for FY13 Pcard purchases (assumes vendor can ship and charge item before 6/30)
- **June 14:** FY14 Blanket PO Renewal lists are due back to University Procurement
LAST DAY for FY13 Telrose/OfficeDepot purchases (assumes product ship before 6/30)
- **June 25:** Procurement will begin accepting FY14 RTPs for deliveries on or after July 1
- **July 5:** LAST DAY to reconcile FY13 PCard transactions in PaymentNet for posting between June 20 and June 30
- **July 15:** FY13 Open Commitments/Encumbrances will be transferred to FY14 budgets