

Business & Payroll Annual Deadlines

Daily:

Submit all cash and checks collected at a campus and/or department according to pick up schedule

Weekly:

Time Sheets – electronic approval	Every Thursday by 9:00 a.m.
Accounts Payable Check Cut-off	Tuesdays & Thursdays by 10:00AM

Monthly:

Grant Documents	15 th of each month
Credit Card Reconciliation	5 th of each month
Budget Amendments	1 st Tuesday of each month
Contracts for Board Review	1 st Tuesday of each month
Purchases > \$100,000	1 st Tuesday of each month

Annually:

April 30 th	Submit Proposed Campus and Department Budgets
April 30 th	Deadline for over allocation requests
April 30 th	PO Deadline for supplies & equipment
April 30 th	PO Deadline for Summer School purchases
May 31 st	All merchandise received, and approvals submitted to Accounts Payable
May 31 st	PO Deadline for supplies & equipment (Federal Grants)
August 1st	PO Deadline for services and travel/misc. expenses – All funds
August 1st	Deadline for budget transfers and/or amendments
August 31 st	Submit a List of POs Not Fulfilled by Fiscal Year End that will be rolled forward
August 31 st	Submit all cash deposits, invoices, reimbursements, and petty cash for end-of-year