

Timeline for Year End

These dates are the LAST day to submit to Business Office

Friday, May 13, 2011	Purchase Orders
Tuesday, May 31, 2011	No more purchases on Purchasing Cards
Friday, June 03, 2011	Travel Reimbursement Forms - for travel completed through May 31, 2011
Friday, June 10, 2011	Purchasing Card receipts and statements
Wednesday, June 15, 2011	Vouchers and receiving reports - No more purchases
Thursday, June 16, 2011	Retros - Payroll funding changes/corrections - for payroll periods through May 31, 2011
Thursday, June 30, 2011	Journal entries/Spreadsheet Imports
Friday, July 01, 2011	Time Cards
Friday, July 01, 2011	Leave and Overtime Record Forms
Tuesday, July 05, 2011	Travel Reimbursement Forms - for travel completed from June 1-30, 2011
Tuesday, July 05, 2011	Journal Entries for payroll funding changes/corrections - for payroll from June 1-15, 2011