

**FY13 Closing/FY14 Opening Deadlines for Accounting/Finance
& Purchasing/Contracts**

Date	Item
June 21	Last day to use the Procurement Card for SFY13 purchases. Do not use the Procurement Card again until July 1 for SFY14 purchases. Federal exceptions may apply. Check with the Accounting Office.
June 21	Last day for charges to the Event Card for SFY13 travel. Federal exception may apply. Begin use of the Event Card for SFY14 travel from July 1.
June 27	CR (cash receipt) cutoff – checks must be received in the Accounting Office for deposit in FY13.
June 28	Last day to submit FFY13 RFP/RFQ Solicitations
June 27	Account Transfers CR cutoff (Electronic Funds Transfer Deposits) – Account transfers to the State Operating Account no later than 11:00 AM on 6/27/13.
June 30	Last day to receive all goods and services for FY13. Goods and services received after this date will be recorded in FY14.
July 01	Signed capital asset inventory sheets due in Accounting.
June 28	Last day to submit SC4.1 funding requests for SRM projects to Accounting for SFY 13.
July 09	Properly documented and coded invoices are due in to Accounts Payable for PV preparation and payment for FY13.
July 09	Travel Reimbursement Forms for authorized travel completed by June 30 must be turned in to Rita.
July 16	Last day to submit FFY13 IFB/AFB solicitation requests.

- July 12 Last day to submit your Accounts Payable Year-end Accrual form to record purchases received by June 30 that have not yet been invoiced.
- July 12 Period 12 closes, purchase orders roll or lapse, last day for COFRS purchasing and payment transactions.
- July 19 Complete intra/inter-fund receivable/payable confirmations.
- July 31 Last day to submit FFY13 DQ solicitation requests.
- Aug 30 Last day to submit all Contracts requiring execution by Sep 30.
- Sep 13 All requisitions requiring Purchase Order execution by Sep 30.