

YEAR END CLOSING DATES
Last Day to Submit Data to Financial Services
to be included in FY18

<u>SUBJECT</u>	<u>DATE</u>	<u>Time</u>
MAY		
Furniture Purchases: Requests to purchase no later than today	Tuesday, April 03, 2018	End of Business
Purchase Requisitions for the new fiscal year begin today (Mark FY19)	Tuesday, May 01, 2018	N/A
Purchases Requiring a Bid Due to Purchasing	Tuesday, May 15, 2018	End of Business
Remaining one time budget entries to Budget Office	Thursday, May 31, 2018	Noon
Standing Order Transfer Forms for Purchasing	Thursday, May 31, 2018	Noon
JUNE		
Purchases for Goods Under \$25,000 and Services Under \$50,000 (Services must be completed by June 30th)	Friday, June 01, 2018	End of Business
Closure of Open PO's	Friday, June 01, 2018	End of Business
Consumable Inventory - Attachment A for inventory count planning to Accounting (if applicable)	Wednesday, June 06, 2018	End of Business
Gift In-Kind Acceptance Forms for Capital and Non-Capital Gifts due to Accounting	Friday, June 08, 2018	End of Business
Final date for making FY18 purchases with UNC Visa	Sunday, June 10, 2018	End of Business
Labor Redistributions for FY18 payrolls due to Payroll	Friday, June 15, 2018	End of Business
Last day of the Wells Fargo UNC Visa billing cycle for FY18.	Wednesday, June 20, 2018	End of Business
Petty Cash Fund Reimbursement	Thursday, June 21, 2018	End of Business
Cash Receipts for Dunbar Pickup or to Cashier for FY18- All Departments	Friday, June 22, 2018	End of Business
Last Day for Change Orders through Dunbar	Friday, June 22, 2018	End of Business
All deposit transmittals related to cash deposited with Dunbar up to June 23rd MUST be to Cashier's office by end of day	Monday, June 25, 2018	End of Business
Last day to reallocate UNC Visa transactions in the Wells Fargo online system.	Thursday, June 28, 2018	End of Business
Last day to enter EIO's for FY18	Friday, June 29, 2018	End of Business
JULY		
Holiday	Wednesday, July 04, 2018	FYI
Unapproved EIOs will be converted to July (FY19) date	Thursday, July 05, 2018	Noon
Cash Receipts to Cashiers for Revenue Earned in FY18 (Will be recorded as AR)- Please write FY18 at the top of deposit transmittal	Thursday, July 05, 2018	Noon
Journal Entries*	Thursday, July 05, 2018	Noon
Check Requests, Invoices, Per Diem, Travel and Other Reimbursements*	Thursday, July 05, 2018	Noon
Accounting closes Period 12 and feed to State System	Monday, July 09, 2018	Noon
Deadline for submitting FY18 4th quarter (April, May, June) UNC Visa statements and backup to Purchasing.	Wednesday, July 11, 2018	End of Business
Final MN6, SM12 and SM13 Adjustments to Payroll	Wednesday, July 11, 2018	Noon

*Any items after this date will need to be approved by the Controller. A written memo stating why deadline could not be met with Dean's or VP signature may be requested.