

YEAR-END CLOSING DATES

Last Day to Submit Data to Financial Services
to be included in FY22

SUBJECT	DATE	TIME
APRIL		
Chair & Furniture Purchases: Requests to purchase no later than today	Friday, April 1, 2022	End of Business
MAY		
Officestogo Chair Purchases: Requests to purchase no later than today	Monday, May 2, 2022	End of Business
Purchases Requests Requiring a Bid Due to Purchasing	Monday, May 16, 2022	End of Business
Remaining one time budget entries to Budget Office	Friday, May 27, 2022	Noon
JUNE		
Purchases for Goods Under \$25,000 and Services Under \$50,000 (Good must be delivered and Services must be completed by June 30th)	Wednesday, June 1, 2022	End of Business
Notify Purchasing if it's ok to close any remaining open PO's	Wednesday, June 1, 2022	End of Business
Consumable Inventory - Attachment A for inventory count planning to Accounting (if applicable)	Friday, June 3, 2022	End of Business
Purchase Requisitions for the new fiscal year begin today (Mark FY23)	Friday, June 10, 2022	End of Business
Standing Order Transfer Forms for Purchasing Due	Friday, June 10, 2022	End of Business
Gift In-Kind Acceptance Forms for Capital and Non-Capital Gifts due to Accounting	Friday, June 10, 2022	End of Business
Final date for making FY22 purchases with UNC Visa	Friday, June 10, 2022	End of Business
Last day of the Wells Fargo UNC Visa billing cycle for FY22	Monday, June 20, 2022	End of Business
Petty Cash Fund Reimbursement	Friday, June 17, 2022	End of Business
Cash Receipts for Brinks Pickup or to Cashier for FY22 - All Departments	Friday, June 17, 2022	End of Business
Last Day for Change Orders through Brinks	Friday, June 17, 2022	End of Business
All deposit transmittals related to cash deposited with Brinks up to June 23rd MUST be to Cashier's office by noon (12 pm)	Friday, June 24, 2022	Noon
Labor Redistributions for FY22 payrolls due to payroll	Wednesday, June 24, 2022	End of Business
Last day to reallocate UNC Visa transactions in the Wells Fargo online system	Friday, June 24, 2022	End of Business
Last day to enter EIOs for FY22	Friday, June 24, 2022	End of Business
JULY		
Unapproved EIOs will be converted to July (FY23) date**	Wednesday, July 6, 2022	Noon
Cash Receipts to Cashiers for Revenue Earned in FY22 (will be recorded as AR); Please write "FY22" at the top of deposit transmittal form	Wednesday, July 6, 2022	Noon
Journal Entries*	Wednesday, July 6, 2022	Noon
Check Requests, Invoices, Per Diem, Travel and Other Reimbursements*	Wednesday, July 6, 2022	Noon
Accounting closes Period 12 and feed to State System	Friday, July 8, 2022	Noon
Final MN6, SM12, SM13 Adjustments due to Payroll	Monday, July 13, 2022	End of Business

*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 will be requested.

**This date is FINAL; any unapproved EIOs will be moved to FY23. Once this happens, they cannot be moved to FY22. Please plan accordingly.