

YEAR END CLOSING DATES
Last Day to Submit Data to Financial Services
to be included in FY21

<u>SUBJECT</u>	<u>DATE</u>	<u>Time</u>
MAY		
Large Furniture Purchases: Requests to purchase no later than today	Friday, April 30, 2021	End of Business
Chair & Officestogo.com Purchases: Request to purchase no later than:	Tuesday, June 1, 2021	End of Business
Purchase Requisitions for the new fiscal year begin today (Mark FY22)	Tuesday, June 1, 2021	N/A
Purchases Requiring a Bid Due to Procurement Rules	Friday, May 14, 2021	End of Business
Remaining one time budget entries to Budget Office	Wednesday, June 30, 2021	Noon
Standing Order Transfer Forms for Purchasing Due	Tuesday, June 1, 2021	Noon
JUNE		
Purchases for Goods Under \$25,000 and Services Under \$50,000 (Goods must be delivered and Services must be completed by June 30th)	Monday, May 31, 2021	End of Business
Closure of Open FY21 PO's	Monday, May 31, 2021	End of Business
Consumable Inventory - Attachment A for inventory count planning to Accounting (if applicable)	Friday, June 11, 2021	End of Business
Gift In-Kind Acceptance Forms for Capital and Non-Capital Gifts due to Accounting	Friday, June 18, 2021	End of Business
Final date for making FY21 purchases with UNC Visa	Wednesday, June 9, 2021	End of Business
Labor Redistributions for FY21 payrolls due to Payroll	Thursday, June 24, 2021	End of Business
Last day of the Wells Fargo UNC Visa billing cycle for FY21.	Sunday, June 20, 2021	End of Business
Petty Cash Fund Reimbursement	Friday, June 18, 2021	End of Business
Cash Receipts for Dunbar Pickup or to Cashier for FY21- All Departments	Friday, June 18, 2021	End of Business
Last Day for Change Orders through Dunbar	Friday, June 18, 2021	End of Business
All deposit transmittals related to cash deposited with Dunbar up to June 24rd MUST be to Cashier's office by end of day	Friday, June 25, 2021	End of Business
Last day to reallocate UNC Visa transactions in the Wells Fargo online system.	Friday, June 25, 2021	End of Business
Last day to enter EIO's for FY21	Friday, June 25, 2021	End of Business
JULY		
Consumable Inventory - Final counts due to accounting (if applicable)	Friday, July 2, 2021	End of Business
Unapproved EIOs will be converted to July (FY22) date	Monday, July 5, 2021	Noon
Cash Receipts to Cashiers for Revenue Earned in FY21 (Will be recorded as AR)- Please write FY18 at the top of deposit transmittal	Friday, July 2, 2021	Noon
Journal Entries*	Monday, July 5, 2021	Noon
Check Requests, Invoices, Per Diem, Travel and Other Reimbursements*	Friday, July 2, 2021	Noon
Accounting closes Period 12 and feed to State System	Thursday, July 8, 2021	Noon
Final MN6, SM12 and SM13 Adjustments to Payroll	Tuesday, July 13, 2021	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