



FY 2018 Year End Cut-off Dates

The dates listed below are the cut-off dates for processing of transactions/charges to your Fiscal Year 2018 departmental accounts. If your department has cut-off dates which occur prior to the dates below, please adhere to departmental deadlines. Receipt of the necessary documentation and approval of entries by the final approver by these dates will ensure that the appropriate offices can provide the services necessary to meet your departmental requirements.

DATE	ACTION
Refer to Facilities Cut-off Notice dated 2/2/18	<ul style="list-style-type: none"> • Facilities Related Requirements
March 23	<ul style="list-style-type: none"> • Request for Proposals over \$250,000. Consult with University Purchasing at least one week in advance of this date so that bid documents will be in final form for posting on the Georgia Procurement Registry
April 25	<ul style="list-style-type: none"> • Requisitions requiring bid (transactions \$25,000 or more, including sole source/sole brand requests). IT approval and review of end-user license agreement (EULA) or contract by Legal, if required, must be received by April 25.
June 8	<ul style="list-style-type: none"> • Payroll account distribution adjustments for prior pay periods through May 31.
June 8	<ul style="list-style-type: none"> • All Purchase Card transactions recorded on your June 2018 Bank Statement will be charged to FY 18. Your June bank statement will not be received until July. Generally, vendors and the bank process card transactions within a few days of the purchase. The only way to know for certain what will be charged to your FY18 budget is to gain access to the bank's software, the "WORKS" application. Please contact Purchasing to learn more about this software. • Consultant Purchase Orders must be entered and approved, and signed contracts available. • Travel Purchase Orders must be entered and approved. Travel Authorization must indicate travel that begins on or before June 29, 2018. (Travel that begins/occurs in FY19 should be encumbered using 2019 funds).

	<ul style="list-style-type: none"> • Payment Request Forms entered and approved through workflow and payment documentation uploaded as an attachment to Payment Request Form
June 15	<ul style="list-style-type: none"> • Interdepartmental (Green Cards) transactions must be completed by June 15, 2018 to be charged to FY 18. The June 15 date includes the following areas: Auxiliary and Support Services (parking requests; Panther Express shuttle reservations; MARTA purchases); Mail Service (all charges); Panthercard (departmental PantherCash accounts); PantherDining (all charges including catering); University Bookstore (all charges); University Printing and Copy Services (all other printing and copy charges including stationery; business cards; general printing).
June 19	<ul style="list-style-type: none"> • Vendor Profile Form for entry of new and/or amended vendor(s) in PantherMart database requiring payment in FY18
June 29 4:00 PM	<ul style="list-style-type: none"> • Petty Cash/Project/Imprest Replenishments and Closures must be made by 4:00 PM
June 29 4:00 PM	<ul style="list-style-type: none"> • Journal entries must be entered and submitted for approval. • Journal entries must be approved by final department approver. • Revenue: Revenue for summer semester and FY 19 activities received prior to June 29, 2018 should be recorded in a deferred revenue account. • Expenses for FY19 activities that require payment in FY18 must be entered as pre-paid expenses. (Such expenses should be paid in FY18 and charged to 132100 (132110 if pre-paid travel expenses)). Disbursements will create a journal entry in FY19 to debit the FY19 budget for these expenditures). • Purchases against existing statewide contracts, except vehicles and certain computer related equipment, and those not requiring competitive bid (transactions under \$25,000). Payment Request Forms or Non-catalog Orders are preferred for purchases under \$25,000. IT approval and review of end-user license agreement (EULA) or contract by Legal, if required, must be received prior to this date. All transactions of this type must be approved by the final approver in PantherMart by this date to ensure transaction is recorded as an FY 18 transaction.
July 6	<ul style="list-style-type: none"> • Payroll account distribution adjustments needed after July 6th need to be submitted to Accounting Services for approval and completion.