



FISCAL YEAR END 2023 CUTOFF DATES

Friday, March 31:

- Capital Equipment Purchases to Pullman Purchase Services

Friday, March 31:

- Supplies and Services Non-Capital Equipment Purchases to Pullman Purchase Services (includes Tax-Exempt orders)

Monday, June 19:

- Invoices
- Purchase Order Invoices
- Contract Invoices
- Participant Payments
- Employee Reimbursements
- Student Reimbursements (ECM)
- Internal Service Provider processes
- Internal Service Delivery manual journals
- Accounting Adjustments
- Supplier/Customer/External Committee Member (ECM) Set Up
- Journal Entries

Friday, June 23:

- Purchase Requisitions in Workday to COM Business & Finance Office
 - Orders will be prioritized along with fiscal year end tasks
- Spend Authorizations
- Expense Reports
- Create Receipt on Purchase Orders placed prior to 6/23

Friday, June 30:

- PCard Verifications
- CTA Verifications
- Create Receipt on Purchase Orders placed between 6/23 and 6/30

Friday, July 7:

- Close of FY23

Monday, July 10:

- Open of FY24