



2021-2022 Fiscal Year-End Deadlines

Monday, June 6, 2022

- **Blanket Orders (FY23)** – begin entering

Friday, June 17, 2022

- **Purchase Requisitions (FY22)** – final day to submit to Purchasing

Monday, June 20, 2022

- **Purchase Requisitions (FY23)** – first day to submit to Purchasing

Thursday, June 30, 2022 - Noon

• P-card Expense Report Approvals

The end of the June billing cycle date is June 27th. Please expect electronic delivery of monthly billing statement within 48 hours.

It is strongly urged to consider an earlier time to stop purchasing supplies prior to the end of the billing cycle. This is only for the month of June. This ensures time to create and approve expense reports by June 30th at noon to meet the end of the fiscal year deadline.

Reminders:

- Normally, it takes 1-3 days from the time the merchant submits the charge to the bank to post to the individual accounts.
- Normally, it takes another 1-2 days for posted transactions to interface into Peoplesoft.

Thursday, July 7, 2022

- **Purchase Orders (FY22) rolled into (FY23)**

Monday, August 2, 2022

- **Blanket Purchase Orders (FY22)** will be closed