

**23/24 Business Office Deadlines
24/25 Budget Development**

Accounting	A/P & Purchasing	Payroll
4/5/2024	5/6/2024	7/1/2024
24/25 Budget Development- Restricted Budgets Any Restricted/Categorical Budget with adjustments to funding should submit an updated budget.	Purchase Requisition Cutoff All requisitions must be created & approved by 5:00 pm. Last day for new vendor requests	23/24 Payroll Transactions All timesheets due to Payroll for work performed through June 30, 2024. PHAREDS pertaining to 23/24 payroll must be submitted by this date as well.
6/27/2024	6/17/2024	7/10/2024
23/24 Restricted Fund Budget Transfers & Journal Entries FY 23/24 transfers to eliminate deficits within budgets. FY 23/24 Journal Entries to correct accounts.	Petty Cash 23/24 Petty Cash receipts must be settled. Purchase Order Adjustments Last day to adjust established PO's Credit Card Purchases Last day to make purchases using the US Bank Card for FY 23/24.	June 2024 Paychecks Released Paychecks not picked up by 3:00 pm will be mailed.
7/10/2024	6/27/2024	7/11/2024
23/24 General Fund Budget Transfers & Journal Entries FY 23/24 transfers to eliminate deficits within budgets. FY 23/24 Journal Entries to correct accounts.	Goods Received All goods must be received to be charged to FY 23/24. <i>Any goods received after 6/27 will be charged to the next year or returned to vendor.</i>	24/25 Restricted Fund Payroll Changes Budget Code change/Payroll Authorization forms for FY 24/25 are due to Payroll for the July 31, 2024 Payroll.
	7/10/2024	
	23/24 A/P Invoices All Invoices for FY 23/24 due by 5:00 pm	