









FY 17-18 YEAREND IMPORTANT DATES AND DEADLINES

Date	Description	Unit
Tuesday, May 08, 2018	Fiscal Yearend Seminar, Atchafalaya Room - LSU Union	
Friday, May 25, 2018	Expense Reports through May 21 with all secured approvals awaiting action by an Expense Partner	<i>AP/Travel</i>
Wednesday, May 30, 2018	Summer Research payments for 5/15-6/30 due to HR Partner	<i>Payroll</i>
	Internal Billings for services or materials rendered through May 31 should be initiated	<i>FAR</i>
	Expense Reports through May 28 with all secured approvals awaiting action by an Expense Partner	<i>AP/Travel</i>
	Invoices & MCRs for direct charge purchases received for May 31-June 3 due in AP	<i>AP/Travel</i>
	Create PO Receipts for merchandise received or services rendered by June 3	<i>AP/Travel</i>
Tuesday, June 05, 2018	May Monitoring/Progress Reports (hand carry to SPA - 336 Thomas Boyd Hall)	<i>SPA</i>
Thursday, June 07, 2018	Manual Journals for corrections/cost transfers for activity through May 31 should be initiated	<i>FAR/SPA</i>
Friday, June 08, 2018	Expense Reports through June 4 with all secured approvals awaiting action by an Expense Partner	<i>AP/Travel</i>
	Invoices & MCRs for direct charge purchases received for June 4-10 due in AP	<i>AP/Travel</i>
	Create PO Receipts for merchandise received or services rendered by June 10	<i>AP/Travel</i>
	Run the Aged Listings of Outstanding Encumbrances Report as of June 15 to review PO balances and direct charges	
	Final date for PO change orders	<i>Procurement</i>
	Final date to Cancel Punch-out Requisitions	<i>Procurement</i>
