217 Thomas Boyd Hall, 578-1550

Expenditures should be rexpenditures incurred bur process approaches.	reported in the period in which th ut not paid. This is especially impo	ney are incurred so it is cr ortant during the month	itical to review report of June as the fiscal y	ts to identify any yearend closeout

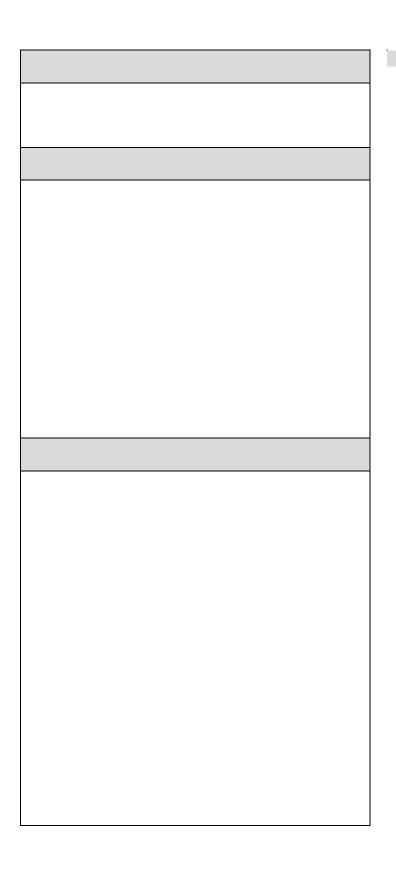
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		tes on State sponsored Grants/Contracts (FD250) by nting (SPA) must bill from the official University ledgers dat	ted
	f expiration date, it is essential that wri	ed in FY 20-21. Since most state sponsors require an accuration is provided to the Grant Manger in S	
	nust be invoiced by the required dead reement as soon as possible but no late	lline indicated in the agreement; therefore, ensure that Ser than	SPA
- Rev	riew the Expense by Award report		

A copy of the PDF version of the ledger and a fully completed form applicable) must be attached to the manual journal. The memo section of the journal must reference the memo section the original transaction and a unique identifying number i.e. supplier invoice #, expense report #, etc.	(if of
Retroactive PAAs	



FY 20-21 YEAREND IMPORTANT DATES AND DEADLINES

Date	Description	Unit
Friday, May 28	Summer Research payments for 5/15-6/30 due to HR Partner	Payroll
Friday, May 28	Expense Reports through May 24 with all secured approvals awaiting action by Expense Partner	AP/Travel
	Invoices & MCRs for direct charge purchases received for May 24-30 due in Al	AP/Travel
Monday, May 31	Create PO Receipts for merchandise received or services rendered through Ma	-
Tuesday, June 01	Internal Billings for services and materials rendered through May 31 should be initiated	FAR
	May Monitoring/Progress Reports (hand carry to SPA - 240 Thomas Boyd Hall)	SPA
Friday, June 04	Expense Reports through May 31 with all secured approvals awaiting action by Expense Partner	AP/Travel
	Manual Journals for corrections/cost transfers for activity through May 31 shoul initiated	FAR/SPA
Monday, June 07	Invoices & MCRs for direct charge purchases received for May 31-June 6 due	AP AFravel
	Create PO Receipts for merchandise received or services rendered through Ju	nAdP6Travel
Friday, June 11	Expense Reports through June 7 with all secured approvals awaiting achases Expense Partner	