

Deadlines for FY 2008-2009 (FY09) Year-End Close				
Ref#	Date		Time	Description
1	6/1/2009	Monday		Open FY10 period 1 (July) for processing
2	6/1/2009	Monday	5:00 PM	Requisitions greater than \$20,000 should be completely approved by departments.
3	6/5/2009	Friday	5:00 PM	Requisitions between \$2,500 and \$20,000 should be completely approved by departments for purchasing and will be received and paid by 06/30/09
4	6/11/2009	Thursday	5:00 PM	Last day for FOAPAL terminations in Banner.
5	6/12/2009	Friday	Noon	Due to Fiscal Monitor: Final FY09 Labor Redistribution change entries.
6	6/15/2009	Monday	5:00 PM	Requisitions between \$0 and \$,2500 should be completely approved by departments for purchasing and will be received and paid by 06/30/09. No further requisitions will be accepted for FY09.
7	6/17/2009	Wednesday	5:00 PM	Due in FIP: Miscellaneous non-scheduled feeds to be included in FY09
8	6/19/2009	Friday	Noon	Due to Fiscal Monitor: FY09 Journal Voucher/IDVs to be included in FY09.
9	6/22/2009	Monday	Noon	Due to FIP (Hadley Hall, Room 18): Journal Voucher/Paper IDV's to be included in FY09.
10	6/19/2009	Friday	Noon	Due to Fiscal Monitor: FY09 Direct Pay requests to be included in FY09
11	6/24/2009	Wednesday	5:00 PM	Departmental bookstore purchases must be made by this date to be included in FY09. (Items purchased after this day will be included in FY10)
12	6/26/2009	Friday	5:00 PM	Deadline for FY09 deposits made at a campus drop box and Sponsored Projects Accounting (for research deposits)
13	6/25-6/27,2009	Thurs - Fri		Bookstore closed for Inventory.
14	6/29/2009	Monday	9:00 AM	Due in FIP: Sub-system feeds to be included in FY09
15	6/29/2009	Monday	4:00 PM	Post all completed and approved Pcard transactions for FY09
16	6/29/2009	Monday	4:00 PM	Deadline for FY09 deposits made directly to a cashier in UAR.
17	6/29/2009	Monday	5:00 PM	Departmental receiving deadline for FY09.
18	7/1/2009	Wednesday	5:00 PM	Preliminary 1 Close: Reports (with IDC posted)
18a	7/7/2009	Tuesday	5:00 PM	Deadline for JEs from Business Mgrs & Research Centers
19	7/10/2009	Friday	5:00 PM	Preliminary 2 Close: Reports (with IDC posted)
20	7/18/2009	Saturday	5:00 PM	Final Close: FOR CONTROLLER'S OFFICE USE ONLY.
21	7/20/2009	Monday	Noon	Due to Fiscal Monitor: July 2009 interdepartmental vouchers to be included in the July Close.
22	7/21/2009	Tuesday	Noon	Due to Fiscal Monitor: July 2009 non-voucher entries for July Close.
23	7/22/2009	Wednesday		Final Close Reports Available (with IDC posted)
24	8/3/2009	Monday	5:00 PM	July 2009 Close.