

## Fiscal Year-End Calendar FY21

Please review the fiscal year 2021 year-end dates for financial transaction processing below. To ensure processing prior to the close of the fiscal year, it is not recommended to submit check requests on the final processing day. Check requests received after the June 18th cutoff, may not be printed until July.

<b>MAY 17</b>	First day Departments can key in new year blankets, maintenance & all requisitions
<b>JUNE 10</b>	Cut-off date for requisitions in FY21 for quotes/bids over \$1,500
<b>JUNE 11</b>	* Cut-off date to enter non-bid (under \$1,500) requisitions in FY21 * Last day for Departments to have Check Requests, Intramural Vouchers, Journal Vouchers, Budget Transfers & Travel Reimbursements submitted to Office of the Controller
<b>JUNE 18</b>	Last day for Accounts Payable to enter invoices to ensure processing & Departmental approval before year-end close
<b>JUNE 30</b>	Last day for cash deposits- need to be in by 3:30 PM
<b>JULY 1</b>	*First check run in FY22 *First day to submit FY22 travel authorizations *Last date to make accounting changes in SDG2 for FY21- Charges with a post date of June 20 through June 26 will be uploaded into Banner on July 2 and recorded in FY21. Charges with a post date of June 27 through July 3 will be uploaded into Banner on July 9 and recorded in FY22

### Year-End Travel Instructions:

- If travel has been completed and all reimbursements have been submitted, please expire the pre-approval in Chrome River.
- If travel was canceled and no reimbursements will be required, please expire the pre-approval in Chrome River.
- Encumbrance of fiscal year 2021 funds for fiscal year 2022 will need a pre-approval submitted prior to June 11, 2021 to allow for the approval process to be completed by June 30, 2021.
- Fiscal Year 22 encumbrances cannot be submitted until July 1, 2021.

### Contacts:

Grant- Related Check Requests, Intramural Vouchers & Budget Transfers:

Valerie Brandenburg ([Valerie.Brandenburg@indstate.edu](mailto:Valerie.Brandenburg@indstate.edu))

Travel Pre-Approvals & Travel-Related Check Requests, Intramural Vouchers & Budget Transfers:

Holly Garrett ([Holly.Garrett@indstate.edu](mailto:Holly.Garrett@indstate.edu))

All Other Check Requests, Intramural Vouchers & Budget Transfers:

Billie Dill ([Billie.Dill@indstate.edu](mailto:Billie.Dill@indstate.edu))

Procurement Card Expense Reports:

Donna Scarbrough ([Donna.Scarbrough@indstate.edu](mailto:Donna.Scarbrough@indstate.edu))

Account Analysts (cash deposits):

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