

## Fiscal Year-End Instructions FY22

Please review the fiscal year 2022 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 17th cutoff, may not be paid until July.

<b>MAY 16</b>	First day Departments can key in new year blankets, maintenance & all requisitions
<b>JUNE 9</b>	Cut-off date for requisitions in FY22 for quotes/bids over \$1,500
<b>JUNE 17</b>	*Cut-off date to enter non-bid (under \$1,500) requisitions in FY22 *Last day for Departments to have Check Requests, Intramural Vouchers, Journal Vouchers, Budget Transfers & Travel Reimbursements submitted to Office of the Controller *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 FY23 *First day to submit FY23 travel authorizations (see travel instructions below)
<b>JULY 7</b>	*Last day to make accounting changes in SDG2 for FY22- Charges with a post date of June 26 through July 2 will be uploaded into Banner on July 8 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 2022 funds for fiscal year 2023 travel will need a pre-approval submitted prior to June 17, 2022 to allow for the approval process to be completed by June 30, 2022.
- Encumbrances of fiscal year 2023 funds for travel can either be submitted on or after July 1, 2022 **OR**, if submitted before July 1, it will need to be noted in the comments of the pre-approval "do not approve until July 1".

### 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:

[Travel@indstate.edu](mailto:Travel@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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