

Fiscal Year-End Instructions FY24

Please review the fiscal year 2024 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 14th cutoff may not be paid until July.

MAY 16	*First day Departments can key in new year blankets, maintenance & all requisitions
JUNE 3	*Cut-off date for requisitions in FY24 for quotes/bids over \$10,000
JUNE 10	*Cut-off date to enter non-bid (under \$10,000) requisitions in FY24
JUNE 14	*Last day for Departments to have Check Requests, Intramural Vouchers, Journal Vouchers, & Budget Transfers submitted to Office of the Controller *Last day for Accounts Payable to enter invoices to ensure processing & Departmental approval before year-end close
JUNE 28	*Last day for cash deposits- need to be in by 3:30 PM
JULY 1	*First check run in FY25 *First day to submit FY25 travel authorizations (see travel instructions below)
JULY 3	* Last date to make accounting changes in SDG2 for FY24- Charges with a post date of June 23 through Jun 29 will be uploaded into Banner on July 5 and recorded in FY24.

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.
- A travel request that has received all levels of approval and been finalized in Chrome River during June, with a "Travel Start Date" in June will encumber current fiscal year funds.
- A travel request that has received all levels of approval and finalized after June 1st, with a "Travel Start Date" of July 1st or later will encumber next fiscal year funds (FY2025).

Contacts:

Account Analysts (cash deposits):

x3511

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

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Office of Procurement

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Procurement Card Expense Reports:

ISU-Procard@indstate.edu

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

Travel@indstate.edu

All Other Check Requests, Intramural Vouchers & Budget Transfers:

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