

FY23 OUE CLOSE OUT CALENDAR			
DATE	DAY	TIME	DESCRIPTION
3/10/2023	Friday	COB (5 pm)	PO's for items requiring formal bidding - \$25K or greater
3/31/2023	Friday	COB (5 pm)	PO's for items requiring sole source justification approval from the state (\$500K or greater.)
4/14/2023	Friday	COB (5 pm)	PO's for items requiring sole source justification approval from the state (\$25K - \$499,999.)
4/28/2023	Friday	COB (5 pm)	Open Obligations Reports due to Finance for all open PO's FY22 and FY23 prior to March 1, 2023.
4/28/2023	Friday	COB (5 pm)	PO's for any Commodity/Service on a State/GT Contract - (\$25K or greater).
4/28/2023	Friday	COB (5 pm)	Deadline to submit NEW SUPPLIER REGISTRATIONS through the Supplier Portal.
5/5/2023	Friday	COB (5 pm)	Deadline for PO's not requiring bids, but requiring Purchasing Review (Contract or Non-Contract; \$2,500 - \$24,999.)
5/12/2023	Friday	COB (5 pm)	Deadline for all CHANGE ORDER REQUISITIONS - Submission & Approval
5/26/2023	Friday	COB (5 pm)	Deadline to submit Invoices, Supplier Invoice Requests (SIRs), Adhoc Payments, and Wire Transfers.
6/7/2023	Wednesday	COB (5 pm)	Last day to approve all invoice match exceptions & enter appropriate receipts for goods & services for guaranteed payment in FY23.
5/26/2023	Friday	COB (5 pm)	Last day to submit Expense Reports to the Travel Team for guarantee FY23 payment.
5/26/2023	Friday	COB (5 pm)	Deadline for Facilities, Parking Office Transactions.
5/29/2023	Monday	COB (5 pm)	Deadline for Open Obligations Reports - PO's issued 3/1 - 5/31
6/14/2023	Wednesday	COB (5 pm)	Airline travel included in the 6/14 invoice from Travel Inc. will be paid with FY23 funding. Transactions after this date will be paid on FY24 funding.
6/22/2023	Thursday	COB (5 pm)	Pcard Transactions that hit the bank by 6/15 will be included in FY23.
6/2/2023	Friday	COB (5 pm)	Last day to create and approve a small dollar catalog requisition (\$2,499 or less). Contact your approval team once submitted. Reqs not fully approved will be deleted and will need to be placed in Workday when it reopens in FY24.
6/22/2023	Thursday	COB (5 pm)	Pcard Verifications (PCV) due for transactions through 6/15.
6/22/2023	Thursday	4:00 PM	Travel reimbursements for Expense Reports will be processed through 4pm. Reports must be approved and have all receipts/documentation. Expense reports that are not approved for payment in FY23 will be denied.
6/22/2023	Thursday	4:00 PM	Final FY23 AP payment run (invoices, Payment Requests, Wire Transfers, Student Refunds from Bursar, etc..)
6/22/2023	Thursday	COB (5 pm)	Deadline for BuzzCard Center year end transactions.
6/23/2023	Friday	8:00 AM	Mass Close of FY23 Spend Auths. Fully approved Sas with travel dates of 4/30 and after without an expense report associated with it will be reloaded into FY24.