University of Puget Sound
Office of Finance
FY23 Year End Dates - By Due Date

Completion Date	Day of Week	Category	Task
1-Jun	Thursday	Procurement Services	Review outstanding PeopleSoft open requisitions and open POs
2-Jun	Friday	Procurement Services	Request assistance from Procurement where open requisitions and POs needed to be closed
7-Jun	Wednesday	Procurement Card	Wells Fargo VISA Pcard holders or reconcilers complete May statement review
12-Jun	Monday	Procurement Card	Pcard approvers complete May statement approval
15-Jun	Thursday	Procurement Services	Submit all FY23 approved requisitions greater than $1,000 to Procurement
23-Jun	Friday	Accounts Payable	Submit expense (cash) advance accounting with receipts to Accounts Payable
23-Jun	Friday	Accounts Payable	Ensure all reimbursement requests (via disbursement request form) to be made from Office of Finance petty cash have been submitted and picked up from Accounts Payable
23-Jun	Thursday	Budget/Accounting	Begin making sure all deposits will be submitted to Office of Finance by end of June
28-Jun	Wednesday	Procurement Card	May Pcard and OOP transactions posted to PeopleSoft
30-Jun	Friday	Accounts Payable	Submit coded and approved invoices to Accounts Payable daily
30-Jun	Friday	Accounts Payable	Forward Purchase Order invoices received by your department to Accounts Payable
30-Jun	**Friday**	**Budget/Accounting**	**First round review of all budget expenditures in Budget Admin tools**
30-Jun	Friday	Budget/Accounting	Submit final June deposits
6-Jul	Thursday	Budget/Accounting	Recharge areas submit June recharge files
7-Jul	Friday	Procurement Card	Wells Fargo VISA Pcard holders or reconcilers complete June statement review
10-Jul	Monday	Budget/Accounting	Submit all expense reclassification requests to finance@pugetsound.edu
10-Jul	Monday	Accounts Payable	Submit all FY23 mileage and expense reimbursement requests, other than OOP
10-Jul	Monday	Accounts Payable	Submit all remaining invoices and other disbursement requests to Accounts Payable
11-Jul	Tuesday	Budget/Accounting	Facilities submits final utility expense allocation spreadsheet to Accounting
11-Jul	**Tuesday**	**Budget/Accounting**	**Second round review of all budget expenditures in Budget Admin tools**
11-Jul	Tuesday	Accounts Payable	Submit expense accrual forms to Accounts Payable
12-Jul	Wednesday	Procurement Card	Pcard approvers complete June statement approval
19-Jul	Wednesday	Procurement Card	June Pcard and OOP transactions posted to PeopleSoft
20-Jul	**Thursday**	**Budget/Accounting**	**Final round review of all budget expenditures in Budget Admin tools**