

FY2019 YEAR-END CLOSING GUIDANCE

DATE	ITEM	DESCRIPTION
Monday, March 25	Requisitions / Purchase Orders (i.e. payments to Consultants and Service Providers)	Final date to submit these to USL Administration & Planning for FY19. All requests received after this date will be reviewed on a case-by-case exception.
Monday, April 1	Contracts / Service Agreements, Performance Agreements	Final date to submit these to USL Administration & Planning for FY19. All requests received after this date will be reviewed on a case-by-case exception.
Friday, April 12	Travel Card Appointments	Final Day to request an appointment for travel needs. The last day to use the travel card for group travel needs is Friday, April 26, 2019
Monday, April 15	Vendor Profile Create/Modify	Final date to submit new vendor requests or modify existing records. Any vendor who has not done business with or been paid by Columbia before requires a new vendor profile creation.
Friday, April 26	Petty Cash	Final date to request petty cash. All petty cash requests must be reconciled by Wednesday, May 1
Monday, May 6	Student Group Programming	The last call for programming and events is Monday, May 6
Monday, April 29	Student Group P-Card Purchases	This is the last day to make a purchase on your student group p-cards. All further requests will need to be submitted to the group's Advisor. All student group p-cards will be deactivated on Wednesday, May 1st .
Wednesday, May 1	May 22nd Billing Cycle Student Group P-Card Supporting Documentation Due	Student groups, councils, and governing boards with their own p-card must hand over their cards and provide supporting documentation for all outstanding transactions to their Reconciler by Wednesday, May 1st .
Tuesday, May 7 - Sunday, May 12	Spring 2019 Study Break Programming	While the last day for regular student group programming is on May 6, student groups may plan study breaks from Tuesday, May 7 - Sunday, May 12 . May 12th is the final date for all group spending in the 2018-2019 academic year.
Monday, May 6	Outstanding Payment Requests to be Sent to Student Financial Advising	Student groups must submit all outstanding payments (i.e. receipts, invoices, performance agreements for existing vendors, etc.) by Monday, May 6
Monday, June 3	Deposits/Revenues	Final date to process deposits and revenues. Ensure you deliver cash & checks for deposit to your account