

Fiscal Year 2023-2024 Deadlines **April 19, 2024**

TO: Budget Unit and Department Heads/& All Employees
FROM: Dr. Bill Graves, Vice President for Business Affairs

Bill Graves
4/19/24

The following procedures are required to ensure a smooth close for Fiscal Year (FY) 2023-2024. Unless otherwise noted, **all dates apply to all funds (General Fund, Auxiliary Fund, Student Fee Accounts, Restricted Accounts, and Grants & Contracts)** for all purchases and/or services needed by June 30, 2024.

FRIDAY, May 10:

General Fund:

Purchase Requisitions for goods/services with an expected cost greater than \$30,000 should be approved in Banner and appropriate specifications & VP/Pres approval submitted to Purchasing.

Grants and Contracts with Project Dates Ending June 30th, 2024 Only

Purchase Requisitions for goods/services with an expected cost greater than \$30,000 require a minimum 20-day advertising period should be approved in Banner and appropriate specifications & VP/Pres approval submitted to Purchasing.

FRIDAY, May 17:

Purchase Requisitions for goods/services with an expected cost between \$10,000 and \$30,000 should be approved in Banner and appropriate specifications & VP/Pres approval submitted to Purchasing.

FRIDAY, May 24:

Budget transfers with all appropriate signatures for FY 2023-2024 are due in the Budget Office. Purchase Requisitions for goods/services with an expected cost between \$1,000 and \$10,000 should be approved in Banner and appropriate specifications & VP/Pres approval submitted to Purchasing.

WEDNESDAY, May 29:

Last day to use ULM Purchasing Card for purchases. All use must be delayed until July 6, 2024 or later. All ULM Purchasing Cards will be suspended during the June billing cycle (June 6, 2024 thru July 5, 2024). Only essential P-cards, CBA Accounts and Travel Cards will remain active during this time. However, all statements, supporting documentation and VP/Pres approvals for the essential cards that remained open must be received in the Controller's Office or Purchasing Dept (as applicable) no later than July 8, 2024 in order to allow for a timely fiscal year-end close.

FRIDAY, June 7:

Check Requests **NOT REQUIRING** bids (**on state contract or under \$1,000 including Petty Cash**) to be charged to FY 23-24 are due in the Purchasing Department with all required signatures and VP/Pres approval. Deadline to purchase using Interdepartmentals at the Bookstore, Copy Center and Physical Plant work orders.

FRIDAY, June 14:

ALL Interdepartmentals for FY 2023-2024 due in the Controller's Office. All CPR's and Receiving reports (signed & dated) for goods & services charged to FY 23-24 are due in the Controller's Office in order to be processed for the final check run on June 21, 2024.

WEDNESDAY, June 19:

Payroll Action Form Deadline to **Human Resources** for processing on final payroll of FY 23-24. Any late forms submitted after this date will need approval by the appropriate Vice President or President.

FRIDAY, June 21:

All travel expense reports for travel completed by June 20, 2024 will be due in the Controller's Office. All P-Card transactions must be completed in Works, and all statements, logs, receipts, VP/Pres approvals and supporting documentation to be received in Purchasing Office for the June 5th statement period.

MONDAY, July 8:

All statements supporting documentation and VP/Pres approvals must be received in the Controller's Office or Purchasing Dept (as applicable) no later than July 8th, 2024 for any essential P-card, Travel card or CBA that was granted permission to remain open for the dates of May 30, 2024 – July 5, 2024.

Any exceptions must be approved by the appropriate Vice President or President.