



### Year-End Close – Reminder of Upcoming Deadlines

As a reminder, in preparation for the close of the Fiscal Year 2023, Financial Affairs and Payroll has prepared the FY23 year-end memo and corresponding calendar that highlight important processes and deadlines between now and August 2023.

The memo and calendar can be found on the Financial Affairs website:

<http://www.uwyo.edu/budget-finance/financial-affairs/year-end-information>

A few upcoming deadlines to be aware of include:

Due Date	Items Due
Friday, May 19 <sup>th</sup>	Property Disposal Forms for any equipment that will either be transferred to another assignee or that will be moved to another institution
Friday, May 26 <sup>th</sup>	Expenditure / Receipt Corrections originating in April 2023
	IDTs initiated by the revenue department through April 2023
Wednesday, May 31 <sup>st</sup>	Payroll costing corrections for salaries paid in March 2023 or April 2023 are due, with all approvals, to the Payroll Office

If you have any specific questions after reviewing the year-end documents, please do not hesitate to contact the relevant department:

- All Financial Affairs contact information can be found here: <http://www.uwyo.edu/budget-finance/financial-affairs/contact-us>

- Payroll contact information can be found here: <http://www.uwyo.edu/hr/payroll/>

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### **Contact Information**

Financial Affairs

Phone: (307) 766-4340

Fax: (307) 766-6762

[financialaffairs@uwyo.edu](mailto:financialaffairs@uwyo.edu)

[uwyo.edu/budget-finance/financial-affairs/](http://uwyo.edu/budget-finance/financial-affairs/)

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