



Year-End Close – Reminder of Upcoming Deadlines

As a reminder, in preparation for the close of the Fiscal Year 2024, Financial Affairs and Payroll has prepared the FY24 year-end memo and corresponding calendar that highlight important processes and deadlines between now and August 2024.

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
Monday, May 20 th	Property Disposal Forms for any equipment that will either be transferred to another assignee or that will be moved to another institution
Friday, May 24 th	Expenditure / Receipt Corrections originating in April 2024
	IDTs initiated by the revenue department through April 2024
Wednesday, May 29 th	Payroll costing corrections for salaries paid in March 2024 or April 2024 are due, with all approvals, to the Payroll Office
	Tagging of Capital Assets purchased through April 30 th

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/>

Contact Information

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