



Year-End Close – Updated Deadlines

A few of the fiscal year-end deadlines have been extended. The memo and [calendar](#) have been updated to reflect these changes and are posted on the [Year-End Information website](#).

The updated deadlines are listed below:

Memo Item	Previous Deadline	New Deadline
PO invoices must be emailed to accounts-payable@uwyo.edu	June 13, 2024	June 21, 2024
Expense reports and non-PO invoices must be approved and received in Payment Services worklist	June 14, 2024	June 21, 2024
P-card transactions originating prior to June 1 must be reconciled and the expense report approved and received in the Payment Services worklist		
Last Payment Services Check / ACH cycle in FY24	June 21, 2024	June 27, 2024

Contact Information

Financial Affairs
Phone: (307) 766-4340
Fax: (307) 766-6762
financialaffairs@uwyo.edu
uwyo.edu/budget-finance/financial-affairs/

