

Note: Fiscal Year 2019 Year-End Calendars are subject to change.
Please check <http://www.uwyo.edu/administration/financial-affairs/year-end-information.html> for the most recent Fiscal Year 2019 Year-End Calendars.

June

2019

Sunday	Monday	T	Wednesday	Th	Friday	Saturday
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
			May 2019 closed (tentative)		-Expense reports and non-PO invoices must be approved and received in Payment Services worklist -P-card transactions originating prior to June 1 must be reconciled and the expense report approved and received in the Payment Services worklist -PO invoices must be emailed to accounts-payable@uwyo.edu - Expenditure/receipt corrections originating in May 2019 due - Payroll expenditure corrections due for transactions originating in May 2019	
16	17	18	19	20	21	22
	-IDTs initiated by revenue departments through May 2019 due in order to be included in FY19 transactions		-NOON: Budget transfers in FY19 due to Budget Office		- Expenditure/receipt corrections originating in June 2019. Further corrections after this date will not be allowed in FY19 -Requisitions and PO change orders in buyer's worklist by this date will be processed in FY19	
23	24	25	26	27	28	29
	-Final deadline for IDTs initiated June 2019 in order to be included in FY19 transactions		-Last Payment Services check/ACH cycle in FY19 -2:00 PM: Deposits to Cashier's Office that do not use an X code due to ensure inclusion in FY19		- Deposits to Cashier's Office that use an X code due to ensure inclusion in FY19	
30						
To be applied to FY19 budget through AP Project: - Goods must be physically received by departments by this date - Services must be fully completed by suppliers						

Accounting Deadlines = **Purple**
 Payment Services Deadlines = **Green**

Budget & Planning Deadlines= **Brown**
 Procurement Deadlines = **Red** Payroll Deadlines = **Orange**

****DEADLINES ARE 4:30 PM UNLESS OTHERWISE NOTED****
 Accounts Receivable/Cashier's Office Deadlines= **Gray**