Year-End Close – Reminders of Upcoming Deadlines

As a reminder, in preparation for the close of the Fiscal Year 2022, the Financial Affairs division has prepared an FY22 year-end memo and corresponding calendars that highlight important processes and deadlines between now and August 2022.

The memo and calendars can be found on the Financial Affairs website:
http://www.uwyo.edu/administration/financial-affairs/year-end-information.html

A few upcoming deadlines to be aware of include:

<table>
<thead>
<tr>
<th>Due Date</th>
<th>Items Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>Friday, May 20th</td>
<td>Property Disposal Forms for any equipment that will either be transferred to another assignee or that will be moved to another institution</td>
</tr>
<tr>
<td>Wednesday, May 25th</td>
<td>Expenditure / Receipt Corrections originating in April 2022</td>
</tr>
<tr>
<td></td>
<td>IDTs initiated by the revenue department through April 2022</td>
</tr>
<tr>
<td>Tuesday, May 31st</td>
<td>Payroll costing corrections for salaries paid in March 2022 or April 2022 are due, with all approvals, to the Payroll Office</td>
</tr>
</tbody>
</table>

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/administration/financial-affairs/contact-us.html
- Payroll contact information is on the HR website: [http://www.uwyo.edu/hr/payroll/](http://www.uwyo.edu/hr/payroll/)

## Contact Information

Financial Affairs  
Room: Old Main Room 113  
Phone: (307) 766-4340  
Fax: (307) 766-6762  
[financialaffairs@uwyo.edu](mailto:financialaffairs@uwyo.edu)  
[www.uwyo.edu/administration/financial-affairs](http://www.uwyo.edu/administration/financial-affairs)