

## HHD Fiscal Year 2020/2021 End of Year Deadlines

Date	Weekday	Time (EST)	Guideline
May 28, 2021	Friday	3:30 PM	2020 – 2021 Shopping Carts <b>greater than or equal to \$10,000</b> , requiring competitive bidding or price justification, must be completely through the departmental approval path and received by Procurement Services by <b>May 28 at 3:30 PM</b> Exceptions will be handled after that date, but time and workload will not allow for an undue number of exceptions and delivery cannot be guaranteed.
June 15, 2021	Tuesday	5:00 PM	2020 – 2021 Shopping Carts <b>less than \$10,000</b> for noncatalog items must be completely through the departmental approval path and received by Procurement Services. Shopping Carts less than \$10,000 for noncatalog items received after this time may not be finalized by June 30.
June 18, 2021	Friday	3:30 PM	All invoices due in Procurement Services to be charged to 2020 – 2021 Fiscal Year.
June 24, 2021	Thursday	4:30 PM	Last day Procurement Services can accept approved PO change forms (POCF) for existing orders.
June 25, 2021	Friday	3:30 PM	General Stores Orders must be through the order entry process <b>by June 25 at 3:30 PM</b> to be processed and billed against the 2020 – 2021 Fiscal Year.
June 28, 2021	Monday	2:00 PM	2020 – 2021 Catalog orders through Lion Marketplace must be completely through the departmental approval path and orders released by <b>June 30 at 2:00 PM</b> .
June 30, 2021	Wednesday	3:30 PM	Goods received and services rendered through this date are chargeable to the 2020 – 2021 accounts. Your goods receipts must be completed by this date to be accounted for appropriately in the current fiscal year. Invoices must be received and processed by June 30, 2021 for asset purchases. After this date, open 2020 – 2021 Purchase Orders will be transferred as an encumbrance against 2021 – 2022 accounts.
July 7, 2021	Wednesday	4:30 PM	2020 – 2021 Labor Plan Adjustments – All LD plans needing adjustments must be with the Finance Office for approval by 4:30 PM.
July 1, 2021	Thursday	4:30 PM	Budget Adjustment templates for 2020 – 2021 must be to the Finance Office by 4:30 PM.
July 6, 2021	Tuesday	4:30 PM	All Purchasing Card (PCARD) transactions for 2020 – 2021 must be submitted to the Finance Office for approval by 4:30 PM. This includes all Goods & Services and travel that has been taken.
July 6, 2021	Tuesday	4:30 PM	June Month-End Close – All documents must be submitted to the Finance Office by 4:30 PM (Goods receipts and invoices can still be posted to June 30 if received after June 30 through this date if the expense was for 2020 – 2021 Fiscal Year).
September 30, 2021	Thursday	5:00 PM	Effort Certification for 2020 – 2021 Completed.