

Year End Closing Dates - 2020

- April 24** Electronic Requisitions Requiring a Bid (>\$95,200)
- May 11** Electronic Requisitions Not Requiring a Bid
- May 28** Blanket Purchase Order Charges
- June 11** Receiving Cutoff
Warehouse requisitions
For all Time Worked through June 15:
Pay Claims
- July 1** *For all Activity Completed on or by June 30:*
Duplicating
Print Shop
Copier
Facility Operations
Transportation
Postage
Direct Payment Request (including CDTC Live Scan)
Cash Purchase Orders
- July 8** Last Check Run for 2020
- July 9** Close Blanket Purchase Orders
- July 16** Final Department Expenditure Transfers
- July 30** Final District Adjusting Entries

Fiscal Year 2021 Opening Dates

- March 13** Salary & Benefit Budgets Posted (Fund 11)
- April 13** Operational Budgets Posted (Fund 11)
- April 21** New Year Preliminary Budgets Available (Fund 11)
- April 24** Submit Fund 12, 14 and Auxiliary Budgets
- May 4** End Users Begin Creating Requisitions in New Year