2023-24 YEAR-END CLOSING DATES

Requisition Type	Purchase Order, Blanket Order, Technology, Textbook, Service Agreements, Non Public School, Nutrition	Chargeback (CH-req)	Conference/Travel (V-req)	Confirming/ Mileage (C-req)	Petty Cash/ Cal Card (Y-req)	Duplicating (DR-req)	Warehouse (W-req)
2023-24 Last day to submit including backup	4/5/24	4/5/24 (Chargeback) (6/7/24) Online Orders* placed by 5 pm	5/24/24 (Conf/Travel)	7/12/24	7/12/24	5/17/24	5/31/24
2023-24 Cancel all open status, back orders, and returns	4/8/24	4/8/24 (Chargeback) 6/14/24 (online orders)	5/28/24 (Conf/Travel)	7/15/24	7/15/24	5/20/24	6/3/24
2023-24 Cutoff to increase	5/27/24						
2023-24 Cancel all requisitions not in approved status	5/13/24	5/13/24 (Chargeback)	7/12/24	7/15/24			
2024-25 Requisitions available (Orders will not be processed until 7/1/24)	5/13/24	5/13/24 (Chargeback) 7/8/24 (Online orders)	5/13/24 (For pre-paid travel occurring after 6/30/24)	7/1/24	7/1/24	5/28/24	6/10/24

Online Orders include Home Depot and Office Depot.

- By **4/26/24**, follow "Requisition Listing Year-End Process" document to create year-end requisition listing and forward lists of requisitions to be closed or carried forward to Accounts Payable.
- Warehouse closed for inventory from **6/24/24-6/28/24.**
- All purchase order deliveries received by **6/30/24 must be received online by that date or will be charged against your 2024-25 budget.**
- By **7/5/24**, departments must send all maintenance charges, postage, and transportation charges to Budget Services.
- All outstanding invoices and bills pertaining to business must be sent to Accounts Payable for processing as soon as possible. First check run for 2024-25 is **7/3/24.**
- June Petty Cash reconciliations are due to General Accounting by **7/26/24**.
- Last check run to include payments for 2023-24 is **7/24/24.**