

**Business Office
Schedule of Year End Activities
For Year Ending June 30, 2024**

Date	Activity
May 17	- Requests for computer/IT related purchases, excluding software
May 1	- Requisitions for purchase orders and/or contracts that require a bid must be entered into EB, have approvals completed, and be at Final Review step by 4:30 p.m. - Any new requests for contracts for services or software with a start date of July 1 or earlier must be in EB at the Final Review step
May 20	- Payroll reallocations prior to May/June 2024
May 24	- Deadline to submit EB forms to change procard limit or request additional Procard
June 3	- Deadline to submit summer or extra pay in June to Payroll
June 10	- Deadline to submit activations for projects beginning July 1, 2024 to Office of Research
June 14	- Site licensed software reqDeDee - Deadline for Procard purcro 0.6 (l)dDr ()TjETEMC B/P AMCID 123 BDC 10.98 -0 0 10.98 25.26 486.18 Tm()TJEM

Submit all accounts receivables outstanding to the Business Office

- Checks received must be deposited with Business Office by 11:00 a.m

-