FY2012 Annual Year-End Calendar	****Dates may be changed. If changes are made, proper notice will be given.****		
Prepared by General Accounting			
Task	**Date**	**Who**	
FY12 Purchases >$50,000 to Purchasing	5/25/12	Purchasing, Departments	
[Person_1] 1st message of the day - Run OER	6/1/12	ITS MIS Application Administrators	
Run Fixed Assets reports for May	6/1/12	Asset Accounting	
Run Fixed assets rept for Period 12 month-to-date, 1st run	6/11/12	Asset Accounting	
[Person_1] 2nd message of the day - Run OER	6/11/12	ITS MIS Application Administrators	
FY13 Budgets loaded	6/11/12	Budget Office	
First day to enter FY13 Req's, PO's	6/11/12	Departments,Stores	
Last day to have Payroll Cost Transfers to OSP	6/15/12	OSP, Departments	
Last day for PO's < $5,000 IF items to be received by 6-30-12	6/15/12	Departments,Stores,Purchasing	
[Person_1] 3rd message of the day - Run OER	6/18/12	ITS MIS Application Administrators	
Single Audit - On campus	6/18/12	OSP, Student Financial Aid	
External Auditors on campus for financial audit planning/interim field work	6/18/11	General Accounting,Accounts Receivable,Accounts Payable,Payroll,OSP,Purchasing,Budget Office; i.e.,Everyone	
NSF drawdown	6/20/12	OSP	
Letter of Credit drawdowns	6/21/12	OSP	
Last day for Payroll Cost Transfers	6/22/12	General Accounting	
Last day for Letter of Credit Drawdown (Hatch Regional Programs)	6/22/12	General Accounting	
Last day to post to State Funds	6/22/12	Accounts Payable,General Accounting	
Bookstore Inventory	6/30/12	Bookstore,General Accounting	
Run Fixed Assets rept for Period 12 month-to-date, 2nd run	6/25/12	Asset Accounting	
Last Day to submit FY12 travel/p-card claims to Accts. Payable/Travel	6/27/12	Departments, Accounts Payable	
Last State transmission	6/27/12	General Accounting	
All FY12 Petty Cash due to cashiers by 12:00 pm	6/29/12	Accounts Receivable,Departments,Stores	
All FY12 cash items to cashiers by 12:00 pm	6/29/12	Accounts Receivable,Departments,Stores	
All A/R transactions due by 10:00 am	6/29/12	Accounts Receivable,Departments,Stores,General Accounting	
All FY12 cash sessions completed	6/29/12	Accounts Receivable,OSP	
Inventory checks on hand at cashiers windows	6/29/12	Accounts Receivable	