<table>
<thead>
<tr>
<th>Date</th>
<th>Day of the Week</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>March 17th</td>
<td>Tuesday</td>
<td>FY15 February reports available on ePrint</td>
</tr>
<tr>
<td>March 31st</td>
<td>Tuesday</td>
<td>All submitted requisitions should indicate the FY which the expense should be allocated as well as the date goods are needed and lead time. For services, dates must be provided in which the service will be rendered</td>
</tr>
<tr>
<td>April 17th</td>
<td>Friday</td>
<td>FY15 March reports available on ePrint</td>
</tr>
<tr>
<td>April 17th</td>
<td>Friday</td>
<td>Review all PO’s and open commitments issued <strong>before 12/31/14</strong> and provide summaries to PAAs indicating which should remain open and closed</td>
</tr>
<tr>
<td>May 8th</td>
<td>Friday</td>
<td>Review all PO’s and open commitments issued <strong>after 12/31/2014</strong> and provide summaries to PAAs indicating which should remain open and closed</td>
</tr>
<tr>
<td>May 20th</td>
<td>Wednesday</td>
<td>FY15 April reports available on ePrint</td>
</tr>
<tr>
<td>May 20th</td>
<td>Wednesday</td>
<td>Last day to approve invoices and wire requests and deliver signed P.O. Invoices.</td>
</tr>
<tr>
<td>May 20th</td>
<td>Wednesday</td>
<td>Last day for departmental deposits and petty cash reimbursements. <strong>Must be delivered by 1 pm to ABS.</strong></td>
</tr>
<tr>
<td>May 20th</td>
<td>Wednesday</td>
<td>All departmental deposits after 05/20/2015 must be inserted in the LMN cashier drop box with in 24 hours of receipt.</td>
</tr>
<tr>
<td>May 20th</td>
<td>Wednesday</td>
<td>All open PO’s will be closed or cancelled by Purchasing unless notified by department</td>
</tr>
<tr>
<td>May 21st</td>
<td>Thursday</td>
<td>Last day for Copy Mill proofs for Business Cards and Stationary orders.</td>
</tr>
<tr>
<td>May 26st</td>
<td>Tuesday</td>
<td>Last day to submit Copy Mill on-line duplicating/print orders.(Last FY2015 pickup day.)</td>
</tr>
<tr>
<td>May 28st</td>
<td>Thursday</td>
<td>Last day to submit on-line Central Stores orders.(Office Depot/AAA Business Supplies.)</td>
</tr>
<tr>
<td>May 29th</td>
<td>Friday</td>
<td><strong>END OF FY2015</strong> All goods must be received by Central Receiving and posted to Banner to be changed to the current fiscal year.</td>
</tr>
<tr>
<td>June 2nd</td>
<td>Tuesday</td>
<td>Last day to approve Concur expense reports for out-of-pocket and Purchasing Card charges related to FY15</td>
</tr>
<tr>
<td>June 4th</td>
<td>Thursday</td>
<td>Last day to submit Contract &amp; Grant expense transfers/corrections</td>
</tr>
<tr>
<td>June 4th</td>
<td>Thursday</td>
<td>Last day to submit recurring journals</td>
</tr>
<tr>
<td>June 16th</td>
<td>Tuesday</td>
<td>First preliminary May reports available on ePrint</td>
</tr>
<tr>
<td>June 19th</td>
<td>Thursday</td>
<td>Last day to submit final corrections, expense transfers, and budget transfers for FY15</td>
</tr>
<tr>
<td>June 19th</td>
<td>Thursday</td>
<td>Last day to submit invoices or provide details of items to be booked as an accrual for FY15</td>
</tr>
<tr>
<td>June 26th</td>
<td>Friday</td>
<td>Second preliminary May reports available on ePrint</td>
</tr>
<tr>
<td>July 10th</td>
<td>Friday</td>
<td>Financial Certifications by Management are due</td>
</tr>
<tr>
<td>August 19th</td>
<td>Wednesday</td>
<td>FY16 June &amp; July Monthend reports available on ePrint</td>
</tr>
<tr>
<td>September 2015</td>
<td>TBD</td>
<td>Final FY15 reports available on ePrint</td>
</tr>
<tr>
<td>September 17th</td>
<td>Thursday</td>
<td>FY16 August reports available on ePrint</td>
</tr>
<tr>
<td>October 19th</td>
<td>Monday</td>
<td>FY16 September reports available on ePrint</td>
</tr>
<tr>
<td>November 17th</td>
<td>Tuesday</td>
<td>FY16 October reports available on ePrint</td>
</tr>
<tr>
<td>December 17th</td>
<td>Thursday</td>
<td>FY16 November reports available on ePrint</td>
</tr>
<tr>
<td>January 19th</td>
<td>Tuesday</td>
<td>FY16 December reports available on ePrint</td>
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<tr>
<td>February 17th</td>
<td>Wednesday</td>
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