

Date	Day of the Week	Description
03/14/2020	Saturday	FY20 February reports are available on ePrint.
03/20/2020	Friday	Last day to submit FY20 Furniture, Fixtures, & Equipment (FF&E) requisitions to Purchasing & Ancillary Services (PaAS). Minimum lead time is 6-8 weeks, excluding unforeseeable delays. Delivery must occur and Hilltop Shop (HTS) receipt posted by 5:00 pm on Friday, 5/29/2020.
04/03/2020	Friday	All requisitions should indicate the FY to charge in the comment field of the HTS order. For non-catalog orders, please indicate lead time and date required. Service orders must indicate the date(s) services will be rendered.
04/07/2020	Tuesday	FY21 will be open in Banner and Hilltop Shop for orders that will be delivered, or services to be rendered on or after 6/1/2020. If goods/services are received prior to 6/1/2020, the expenditures will be charged to FY20. However, ABS will use discretionary thresholds when recording these expenditures close to the end of the fiscal year.
04/10/2020	Friday	Review open purchase orders (POs) issued before 3/1/2020. Please email purchasing@usfca.edu indicating POs to close. Please include PO#, Vendor Name and remaining encumbrance amount.
04/15/2020	Wednesday	FY20 March reports available on ePrint.
05/14/2020	Thursday	FY20 April reports available on ePrint.
05/14/2020	Thursday	Concur Invoice: Last day to approve invoices and wire requests. Concur Expense: Last day to submit expense reports.
05/14/2020	Thursday by noon	p-REQs (Banner POs Only): Last day to submit and approve FY20 p-REQs to create Banner PO (non-HTS order). Conditions: 1. This requisition type is ONLY used if the vendor is not active in HTS and there is an active Banner vendor number set-up correctly. This includes valid Certificate of Insurance (COI) on file, order-to/remit-to addresses, ACH, etc 2. Delivery must be posted before 5:00 pm on Friday, 5/29/2020 by Central Receiving. Please email purchasing@usfca.edu by noon on Friday, 5/29/2020. Indicate the PO#, quantity and date the item was received or the date the service was rendered. 3. The vendor must submit the invoice to Accounts Payable on or before 5/31/2020.
05/14/2020	Thursday by 1 pm	Last day for cash departmental deposits and petty cash reimbursements. Must be delivered to by 1 pm to ABS. All cash departmental deposits after 5/14/2020 must be inserted in the LMN cashier drop box within 24 hours of receipt. All check departmental deposits should continue to be dropped off daily.
05/15/2020	Friday	Final review of FY20 open POs. Please email purchasing@usfca.edu indicating POs to close. Please include PO#, Vendor Name, and remaining encumbrance.
05/22/2020	Friday	Standard Stationery and Business Card Orders: (Copy Mill Printing & Graphics): Last day to approve final proofs for standard business cards/stationery orders to receive items by Friday, 5/29/2020. Special orders are not included. Please contact CopyMill Printing & Graphics to obtain estimated delivery date. Please ensure the PO number is referenced.

Date	Day of the Week	Description
05/26/2020	Tuesday	Duplicating: Last day to submit dropbox orders and email orders to CopyMill Printing & Graphics for delivery by 5/29/2020. Large and special orders are not included. Please contact CopyMill Printing & Graphics to obtain estimated delivery date. Please ensure you reference the print job number.
05/29/2020	Friday	Hilltop Shop (HTS): Last day for departments to post PO delivery and service receipts to qualify for FY20. Departments may verify posted receipts in HTS. Conditions: 1. Delivery or services were rendered on or before 5/29/2020. 2. Vendor must submit invoices through the USF Vendor Portal on or before 5/31/2020.
05/29/2020	Friday by Noon	Banner POs from p-REQs (non-HTS order): Last day for departments to notify Central Receiving by emailing purchasing@usfca.edu to post receipts on Banner POs for FY20. Indicate the PO#, quantity and date the item was received or the date the service was rendered. Departments may verify posted receipts in SSB. Conditions: 1. Delivery or services were rendered on or before 5/29/2020. 2. The vendor must submit the invoice to ABS on or before 5/31/2020.
05/29/2020	Friday	Last day to approve Concur expense reports for out-of-pocket and p-Card charges related to FY20.
06/01/2020	Monday	Last day to submit Contract & Grant expense transfers/corrections.
06/01/2020	Monday	Last day to submit recurring journals.
06/01/2020	Monday	First day to submit HTS punch-out store orders for FY21 expenditures.
06/16/2020	Tuesday	First preliminary May reports available on ePrint.
06/19/2020	Friday	Last day to submit FY20 accruals. If invoices are not available for submission, but goods and services were received prior to 6/1/2020, please provide the following details of items to be booked as an accrual for FY20 to accounting: 1. FOAP the expenditure should be charged to. 2. Amount for the anticipated invoice. 3. Name of the respective vendor and goods and/or services provided. 4. Relevant documentation to support expenditure (i.e. email correspondence w/vendor).
06/19/2020	Friday	Last day to submit final corrections, expense transfers, and budget transfers for FY20.
06/26/2020	Friday	Second preliminary May reports available on ePrint.
07/10/2020	Friday	Financial Certifications by Management are due.
08/14/2020	Wednesday	FY21 June & July Month end reports available on ePrint.
09/2020	TBD	Final FY20 reports available on ePrint.
09/15/2020	Tuesday	FY21 August reports available on ePrint.
10/14/2020	Wednesday	FY21 September reports available on ePrint.
11/16/2020	Monday	FY21 October reports available on ePrint.
12/15/2020	Tuesday	FY21 November reports available on ePrint.
01/15/2021	Friday	FY21 December reports available on ePrint.
02/16/2021	Tuesday	FY21 January reports available on ePrint.
03/16/2021	Tuesday	FY21 February reports available on ePrint.
04/16/2021	Friday	FY21 March reports available on ePrint.
05/17/2021	Monday	FY21 April reports available on ePrint.