

<b>DASA Finance</b>			
<b>Year-End Deadlines FY24</b>	<i>By Category</i>		3/7/24 CBS
<b>Purchasing Deadlines</b>	March 29th	Friday	Large Purchase Requests Due
DASA Calendar	April 30th	Tuesday	All Other Purchases Initiated for FY24
<b>Financial Reconciliations</b>	June 7th	Friday	RECON: Financial Reconciliations due for May
	June 14th	Friday	RECON: Financial Reconciliations due for June (early)
<b>Purchasing and Travel</b>	June 13th	Thursday	PO: Received Dates (Actual) Entered in Financials
University Calendar	June 14th	Friday	MPLACE: Marketplace Orders Approved by 5pm (all levels)
	June 14th	Friday	PCARD: Last Day for P-Card Charges
	June 14th	Friday	PO: Invoices Due to Accounts Payable by 5pm
	June 14th	Friday	VOUCHER: Vouchers Approved by 5pm (all levels)
	June 14th	Friday	OTHER: Imprest/Petty Cash Due to DASA Finance by 5pm
	June 14th	Friday	TRAVEL: Travel Reimbursements Approved by 5pm (all levels)
	June 24th	Monday	PCARD: Last Day to Reconcile for June Charges
	June 26th	Wednesday	PCARD: Unreconciled Charges Post to Ledger
<b>Journals and IDTs</b>	June 7th	Friday	IDTs: IDT requests due to DASA Finance by 5pm
	June 7th	Friday	JVs: JV requests for MAY due to DASA Finance by 5pm
	June 14th	Friday	JVs: JV requests for JUNE due to DASA Finance by 5pm
<b>Payroll</b>	June 7th	Friday	PAYROLL: Biweekly Payroll posted for 2R25
	June 21st	Friday	PAYROLL: Biweekly Payroll posted for 2R26
	June 24th	Monday	PAYROLL: Monthly Payroll/Benefits posted for June
<b>Other Deadlines</b>	June 24th	Monday	SUB: Last day for Service Unit Billing Processing
	June 21st	Friday	DEPOSITS: Deposits due to DASA Finance by 5pm

<b>DASA Finance</b>			
<b>Year-End Deadlines FY24</b>	<i>Chronological</i>		3/7/24 CBS
<b>April/May</b>	March 29th	Friday	Large Purchase Requests Due
	April 30th	Tuesday	All Other Purchases Initiated for FY24
<b>Week 1: June 3-7</b>	June 7th	Friday	RECON: Financial Reconciliations due for May
	June 7th	Friday	IDTs: IDT requests due to DASA Finance by 5pm
	June 7th	Friday	JVs: JV requests for MAY due to DASA Finance by 5pm
	June 7th	Friday	PAYROLL: Biweekly Payroll posted for 2R25
<b>Week 2: June 10-14</b>	June 13th	Thursday	PO: Received Dates (Actual) Entered in Financials
	June 14th	Friday	MPLACE: Marketplace Orders Approved by 5pm (all levels)
	June 14th	Friday	PCARD: Last Day for P-Card Charges
	June 14th	Friday	PO: Invoices Due to Accounts Payable by 5pm
	June 14th	Friday	VOUCHER: Vouchers Approved by 5pm (all levels)
	June 14th	Friday	OTHER: Imprest/Petty Cash Due to DASA Finance by 5pm
	June 14th	Friday	TRAVEL: Travel Reimbursements Approved by 5pm (all levels)
	June 14th	Friday	RECON: Financial Reconciliations due for June (early)
	June 14th	Friday	JVs: JV requests for JUNE due to DASA Finance by 5pm
<b>Week 3: June 17-21</b>	June 21st	Friday	PAYROLL: Biweekly Payroll posted for 2R26
	June 21st	Friday	DEPOSITS: Deposits due to DASA Finance by 5pm
<b>Week 4: June 24-28</b>	June 24th	Monday	PCARD: Last Day to Reconcile for June Charges
	June 24th	Monday	SUB: Last day for Service Unit Billing Processing
	June 24th	Monday	PAYROLL: Monthly Payroll/Benefits posted for June
	June 26th	Wednesday	PCARD: Unreconciled Charges Post to Ledger