

DASA Finance Year-End Deadlines FY25			
		By Category	2/21/25 CBS
<b>Purchasing Deadlines</b> DASA Calendar	March 28th	Friday	Large Purchase Requests Due
	April 30th	Wednesday	All Other Purchases Initiated for FY25
<b>Financial Reconciliations</b>	June 6th	Friday	RECON: Financial Reconciliations due for May
	June 13th	Friday	RECON: Financial Reconciliations due for June (early)
<b>Purchasing and Travel</b> University Calendar	June 12th	Thursday	PO: Received Dates (Actual) Entered in Financials
	June 13th	Friday	MPLACE: Marketplace Orders Approved by 5pm (all levels)
	June 13th	Friday	PCARD: Last Day for P-Card Charges
	June 13th	Friday	PO: Invoices Due to Accounts Payable by 5pm
	June 13th	Friday	VOUCHER: Vouchers Approved by 5pm (all levels)
	June 13th	Friday	OTHER: Imprest/Petty Cash Due to DASA Finance by 5pm
	June 13th	Friday	TRAVEL: Travel Reimbursements Approved by 5pm (all levels)
	June 23rd	Monday	PCARD: Last Day to Reconcile for June Charges
<b>Journals and IDTs</b>	June 25th	Wednesday	PCARD: Unreconciled Charges Post to Ledger
	June 6th	Friday	IDTs: IDT requests due to DASA Finance by 5pm
	June 6th	Friday	JVs: JV requests for MAY due to DASA Finance by 5pm
<b>Payroll</b>	June 13th	Friday	JVs: JV requests for JUNE due to DASA Finance by 5pm
	June 6th	Friday	PAYROLL: Biweekly Payroll posted for 2R25
	June 20th	Friday	PAYROLL: Biweekly Payroll posted for 2R26
<b>Other Deadlines</b>	June 23rd	Monday	PAYROLL: Monthly Payroll/Benefits posted for June
	June 20th	Friday	SUB: Last day for Service Unit Billing Processing DEPOSITS: Deposits due to DASA Finance by 5pm

DASA Finance Year-End Deadlines FY25			
		Chronological	2/21/25 CBS
<b>April/May</b>	March 28th	Friday	Large Purchase Requests Due
	April 30th	Wednesday	All Other Purchases Initiated for FY25
<b>Week 1: June 2-6</b>	June 6th	Friday	RECON: Financial Reconciliations due for May
	June 6th	Friday	IDTs: IDT requests due to DASA Finance by 5pm
	June 6th	Friday	JVs: JV requests for MAY due to DASA Finance by 5pm
	June 6th	Friday	PAYROLL: Biweekly Payroll posted for 2R25
<b>Week 2: June 9-13</b>	June 12th	Thursday	PO: Received Dates (Actual) Entered in Financials
	June 13th	Friday	MPLACE: Marketplace Orders Approved by 5pm (all levels)
	June 13th	Friday	PCARD: Last Day for P-Card Charges
	June 13th	Friday	PO: Invoices Due to Accounts Payable by 5pm
	June 13th	Friday	VOUCHER: Vouchers Approved by 5pm (all levels)
	June 13th	Friday	OTHER: Imprest/Petty Cash Due to DASA Finance by 5pm
	June 13th	Friday	TRAVEL: Travel Reimbursements Approved by 5pm (all levels)
	June 13th	Friday	RECON: Financial Reconciliations due for June (early)
<b>Week 3: June 16-20</b>	June 13th	Friday	JVs: JV requests for JUNE due to DASA Finance by 5pm
	June 20th	Friday	PAYROLL: Biweekly Payroll posted for 2R26
<b>Week 4: June 23-27</b>	June 20th	Friday	DEPOSITS: Deposits due to DASA Finance by 5pm
	June 23rd	Monday	PCARD: Last Day to Reconcile for June Charges
	June 23rd	Monday	SUB: Last day for Service Unit Billing Processing
	June 23rd	Monday	PAYROLL: Monthly Payroll/Benefits posted for June
	June 25th	Wednesday	PCARD: Unreconciled Charges Post to Ledger