

## Fiscal Year 2022-2023 Deadlines April 28, 2023

**TO:** Budget Unit and Department Heads/& All Employees  
**FROM:** Dr. Bill Graves, Vice President for Business Affairs

*Bill Graves*  
*4/28/23*

The following procedures are required to assure a smooth close for Fiscal Year (FY) 2022-2023. Unless otherwise noted, **all dates apply to all funds (General Fund, Auxiliary Fund, Student Fee Accounts, Restricted Accounts, and Grants & Contracts)** for all purchases and/or services needed by June 30, 2023.

### **FRIDAY, May 12:**

#### **General Fund:**

Purchase Requisitions for goods/services with an expected cost greater than \$30,000 should be approved in Banner and appropriate specifications & VP/Pres approval submitted to Purchasing.

#### **Grants and Contracts with Project Dates Ending June 30<sup>th</sup>, 2023 Only**

Purchase Requisitions for goods/services with an expected cost greater than \$30,000 require a minimum 20-day advertising period should be approved in Banner and appropriate specifications & VP/Pres approval submitted to Purchasing.

### **FRIDAY, May 19:**

Purchase Requisitions for goods/services with an expected cost between \$10,000 and \$30,000 should be approved in Banner and appropriate specifications & VP/Pres approval submitted to Purchasing.

### **FRIDAY, May 26:**

Budget transfers with all appropriate signatures for FY 2022-2023 are due in the Budget Office. Purchase Requisitions for goods/services with an expected cost between \$1,000 and \$10,000 should be approved in Banner and appropriate specifications & VP/Pres approval submitted to Purchasing.

### **WEDNESDAY, May 31:**

Last day to use ULM Purchasing Card for purchases. All use must be delayed until July 6, 2023 or later. All ULM Purchasing Cards will be suspended during the June billing cycle (June 6, 2023 thru July 5, 2023). Only essential P-cards, CBA Accounts and Travel Cards will remain active during this time. However, all statements, supporting documentation and VP/Pres approvals for the essential cards that remained open must be received in the Controller's Office or Purchasing Dept (as applicable) no later than July 10, 2023 in order to allow for a timely fiscal year-end close.

### **FRIDAY, June 9:**

Check Requests **NOT REQUIRING** bids (**on state contract or under \$1,000 including Petty Cash**) to be charged to FY 22-23 are due in the Purchasing Department with all required signatures and VP/Pres approval. Deadline to purchase using Interdepartmentals at the Bookstore, Copy Center and Physical Plant work orders.

### **FRIDAY, June 16:**

**ALL Interdepartmentals** for FY 2022-2023 due in the Controller's Office. All CPR's and Receiving reports (signed & dated) for goods & services charged to FY 22-23 are due in the Controller's Office in order to be processed for the final check run on June 23, 2023.

### **WEDNESDAY, June 21:**

Payroll Action Form Deadline to **Human Resources** for processing on final payroll of FY 22-23. Any late forms submitted after this date will need approval by the appropriate Vice President or President.

### **FRIDAY, June 23:**

All travel expense reports for travel completed by June 20, 2023 will be due in the Controller's Office. All P-Card transactions must be completed in Works, and all statements, logs, receipts, VP/Pres approvals and supporting documentation to be received in Purchasing Office for the June 5<sup>th</sup> statement period.

### **MONDAY, July 10:**

All statements supporting documentation and VP/Pres approvals must be received in the Controller's Office or Purchasing Dept (as applicable) no later than July 10<sup>th</sup>, 2023 for any essential P-card, Travel card or CBA that was granted permission to remain open for the dates of June 1<sup>st</sup>, 2023 – July 5<sup>th</sup>, 2023.

**Any exceptions must be approved by the appropriate Vice President or President.**