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| |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | **May 2016** | | | | | | | | **Sun** | **Mon** | **Tue** | **Wed** | **Thu** | **Fri** | **Sat** | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | | 8 | 9 | 10 | 11 | 12 | 13 | 14 | | 15 | 16 | 17 | 18 | 19 | 20 | 21 | | 22 | 23 | 24 | 25 | 26 | 27 | 28 | | 29 | 30 | 31 |  |  |  |  | | **June 2016** | | | | | | | |  |  |  | 1 | 2 | 3 | 4 | | 5 | 6 | 7 | 8 | 9 | 10 | 11 | | 12 | 13 | 14 | 15 | 16 | 17 | 18 | | 19 | 20 | 21 | 22 | 23 | 24 | 25 | | 26 | 27 | 28 | 29 | 30 |  |  | | **July 2016** | | | | | | | |  |  |  |  |  | 1 | 2 | | 3 | 4 | 5 | 6 | 7 | 8 | 9 | | 10 | 11 | 12 | 13 | 14 | 15 | 16 | | 17 | 18 | 19 | 20 | 21 | 22 | 23 | | | **University of Maryland** **Baltimore County**  **Fiscal Year 2016**  **Closing Schedule** |
| **Deadline** | **Description** | |
| **5:00 pm, Friday**  **JUNE 10** | **Payroll Accounting Requests**  All Payroll DBEs/Retros are due to the Payroll Accounting office, 409 Administration Building.  Contact Rebecca Struckmeier on extension 5-3977 with any questions. | |
| **5:00 pm, Friday**  **JUNE 10** | **Budget Amendments** All Budget Amendments are due to the Budget Office,  305 Administration Building. Contact [Charlene Uhl](mailto:chuhl@umbc.edu) on extension 5-1287 or [Sharon Stankovic](mailto:sharons@umbc.edu) on extension 5-3165 with any questions. | |
| **5:00 pm, Friday**  **JUNE 10** | **Purchase Orders**  Last day to submit Requisitions/Purchase Orders for inclusion in FY 2016.   Contact Procurement on extension 5-2273 with any questions. | |
| **5:00 pm, Thursday**  **JUNE 16** | **Purchasing Card (PCARD) Purchases/Reallocations**  All PCARD purchases to be included in FY 2016 should be made by **June 16, 2016**. All PCARD reallocations for FY 2016 must be made no later than **June 27, 2016** at 5:00 p.m. or the transaction will be posted to the default chartstring. Contact Mallela Ralliford on extension 5-2071 or [Sasha Hudson](mailto:lrehn@umbc.edu) on extension 5-1489 with any questions**.** | |

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| **3:00 pm, Friday**  **JUNE 17** | **Off-Campus Billing**  Off-Campus Billing invoices must be delivered to the drop slot, 3rd floor Administration Building. Contact [Jasmine Zacharias](mailto:zacharia@umbc.edu) on extension 5-2260 with any questions. |

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| **Deadline** | **Description** |
| **5:00 pm, Friday**  **JUNE 17** | **Petty Cash/Working Fund Disbursements**  Working Fund checks issued up to and including this day will be recorded as expenditures for FY 2016, only if the check has been reconciled. (All paperwork, receipts and/or money has been returned to the Working Fund Custodian).  Contact [Linda Rothfus](mailto:limiller@umbc.edu) on extension 5-3288 with any questions. |
| **5:00 pm, Friday**  **JUNE 17** | **R\*STARS PAYMENTS (Interagency Transactions)**  Payments Transactions must be received by June 17th. Contact [Linda Rothfus](mailto:limiller@umbc.edu) on extension 5-3288 with any questions. |
| **5:00 pm, Friday**  **JUNE 17** | **Journal Entries for contracts and grants**  Journal entries received in AD409 by this date will be processed for FY 2016.  Contact Tim Kuonen on extension  5-8227 with any questions. |
| **5:00 pm, Wednesday**  **JUNE 22** | **Receipts for Goods & Services:**  Processing deadline for fiscal year 2016 is **Wednesday,** **June 22, 2016.** Receipts for FY2016 must be entered by **June 22, 2016** along with invoices to AP. Receipts that miss this deadline or are missing the invoices will be paid in the next Fiscal Year. Please avoid processing receipts during the purchase order roll-over which will be communicated via the Procurement Office after the FY16 receipt deadline. Contact Linda Rothfus on extension 5-3288 with any questions. |
| **5:00 pm, Wednesday**  **JUNE 22** | **Payment Requests/Approved invoices/Expense statements/Receiving confirmation for Contracts & Grants:**  Payments requests, vendor invoices and expense statements must be received in Accounts Payable by **Monday, June 22, 2016** to ensure they are recorded as FY 16 expenditures. |
| **5:00 pm, Friday**  **JUNE 24** | **Inventory Changes, Additions, Deletions** All inventory changes, additions, or deletion requests must be received by our Inventory Control office, 420 Administration Building, by this date to be recorded for FY 2016. Contact [Albert Smith](mailto:asmith@umbc.edu) on extension 5-3044 with any questions. |
| **1:00 pm, Thursday**  **JUNE 30** | **Cash Receipts to Student Business Services**  All cash receipts received on or before **Thursday, June 30, 2016** must be delivered to the Departmental Deposit Office, 300 Administration Building.  Contact [Isabel Garrido](mailto:garrido@umbc.edu) on extension 5-3653 with any questions. |
| **5:00 pm, Tuesday**  **JULY 5** | **Journal Entries other than contracts and grants** Journal entries received by this date will be processed for  FY 2016.  Contact [Tim Kuonen](mailto:tkuonen@umbc.edu) on extension 5-8227 with any questions. |
| **5:00 pm, Tuesday**  **JULY 5** | **Payment Requests/Approved Invoices/Expense Statements/Receiving Confirmation (other than contracts and grants)**  Payments requests, vendor invoices and expense statements must be delivered to Accounts Payable, 300 Administration Building, in order to be recorded as expenditures in 2016. Any required receiving confirmations for these expenditures must be entered by **June 22, 2016**. During the period **Wednesday, June 1st** through **Tuesday, July 5th**, please indicate if the payment/reimbursement is for **FY 2016** **or FY 2017**. Contact [Linda Rothfus](mailto:limiller@umbc.edu) on extension 5-3288 with any questions. |
| **5:00 pm, Wednesday**  **JULY 20** | **R\*STARS RECEIPTS (Interagency Transactions)**  Receipts may be processed and posted in FY 2016 through **July 20, 2016**. Contact [Joyce Mburu](mailto:jmburu@umbc.edu) on extension 5-6780 with any questions. |