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|  | **University of Maryland****Baltimore County** **Fiscal Year 2018****Closing Schedule** |
| **Deadline** | **Description** |
| **5:00 pm, Friday** **JUNE 1** | **Purchase Orders** Last day to submit Requisitions/Purchase Orders for inclusion in FY 2018.  All Requisitions/Purchase Orders after 6/1 will be included in FY 2019. Contact Mallela Ralliford on extension 5-2071 with any questions. Note: Receipt deadline for FY2018 is June 20th. |
| **5:00 pm, Friday** **JUNE 8** | **Payroll Accounting Requests**All Payroll DBEs/Retros are due to the Payroll Accounting office, 300 Administration Building.  Contact Rebecca Struckmeier on extension 5-3977 with any questions. |
| **5:00 pm, Friday****JUNE 8** | **Budget Amendments**All Budget Amendments are due to the Budget Office,305 Administration Building. Contact Marlo Zeroth on extension 5-2627 or Sharon Stankovic on extension 5-3165 with any questions. |
| **Deadline** | **Description** |
| **5:00 pm, Friday** **JUNE 15** | **Purchasing Card (PCARD) Purchases/Reallocations**All PCARD purchases to be included in FY 2018 should be made by **June 15, 2018**. All PCARD reallocations for FY 2018 must be made no later than **June 25, 2018** at 5:00 p.m. or the transaction will be posted to the default chartstring. Contact Mallela Ralliford on extension 5-2071 with any questions**.**  |

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| **3:00 pm, Friday****JUNE 15** | **Off-Campus Billing**Off-Campus Billing invoices must be delivered to the drop slot, 3rd floor Administration Building. Contact Jasmine Zacharias on extension 5-2260 with any questions. |
| **5:00 pm, Wednesday****JUNE 20** | **Receipts for Goods & Services:**  Processing deadline for FY 2018 is **Wednesday,** **June 20, 2018.** Receipts for FY2018 must be entered by **June 20, 2018** 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 FY2018 receipt deadline. Contact Linda Rothfus on extension 5-3288 with any questions. |
| **5:00 pm, Wednesday****JUNE 20** | **TRAVEL EXPENSE REIMBURSEMENTS**: The processing deadline for FY2018 is close of business on Wednesday, June 20, 2018. All travel reimbursement expenses received after June 20, 2018 will be recorded in FY2019. Contact Linda Rothfus on extension 5-3288 with any questions. |
| **5:00 pm, Friday**  **JUNE 22** | **Petty Cash/Working Fund Disbursements**Working Fund checks issued up to and including this day will be recorded as expenditures for FY 2018, only if the check has been reconciled. (All paperwork, receipts and/or money has been returned to the Working Fund Custodian).  Contact Linda Rothfus on extension 5-3288 with any questions. |
| **5:00 pm, Friday****JUNE 22** | **R\*STARS PAYMENTS (Interagency Transactions)**Payment Transactions must be received by June 22nd. Contact Linda Rothfus on extension 5-3288 with any questions.  |
| **5:00 pm, Friday****JUNE 22** | **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 2018. Contact Albert Smith on extension 5-3044 with any questions. |
| **5:00 pm, Friday****JUNE 22** | **PETTY CASH**: The last day to receive Petty Cash for fiscal year 2018 is **Friday, June 22, 2018.** Starting on **Monday, June 25, 2018,** Petty Cash received by departments will be recorded in FY2019. Contact Linda Rothfus on extension 5-3288 with any questions.  |

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| **Deadline** | **Description** |
| **5:00 pm, Friday****JUNE 22** | **INTERAGENCY PAYMENT TRANSACTIONS (R\*STARS):**  The deadline to submit interagency payments to Accounts Payable is **Friday, June 22, 2018,** except for payment requests for R\*Stars transactions, which is Wednesday, June 20, 2018. Payment to any state agency requires the proper R\*STARS’s chart field code. This includes the State agency number, PCA and Object. If a state agency does not provide an R\*STARS code on an invoice or order form, payment cannot be processed. Delays caused by the lack of R\*STARS codes may cause expenses to be charged to FY2019. Contact Linda Rothfus on extension 5-3288 with any questions.  |
| **5:00 pm, Tuesday****JUNE 26 (updated)** | **JOURNAL ENTRIES**  Deadline for journal entries for **Contracts and Grants** (restricted fund, 1253) is **Tuesday, June 26, 2018**. Deadline for journal entries for **unrestricted** funds for FY2018 is **Tuesday, July 3, 2018**. Journal Date drives the Fiscal Year, so for FY2018 journals, please use 6/30/18 or earlier. Contact Rebecca Struckmeier on extension 5-3977 with any questions.   |
| **1:00 pm, Friday****JUNE 29** | **Cash Receipts to Student Business Services:** All cash receipts received on or before **Friday, June 29, 2018** must be delivered to the Departmental Deposit Office, 300 Administration Building.  **Departmental deposits must be received by 1:00 PM and non-departmental deposits by 3:00 PM.** Any cash received alter these cutoff times will be posted to FY2019. For departments that process their own deposits, paperwork for deposits pertaining to FY2018 must be forwarded to Student Business Services (SBS) by Monday, July 2, 2018. Contact Vanchon Brooks on extension 5-2588 with any questions. |
| **5:00 pm, Wednesday****JUNE 29** |  **Electronic Payment Requests:** Processing deadline for FY2018 is June 29, 2018. (This means that the payment request must be approved and in the AP workflow by close of business on June 22, 2018.) We will resume processing electronic payment requests on Monday, July 2, 2018. All payment requests submitted after the close of business on June 20, 2018 will be recorded in FY2019. Contact Linda Rothfus on extension 5-3288 with any questions. |
| **5:00 pm, Monday****JULY 16** | **INTERAGENCY RECEIPT TRANSACTIONS (R\*STARS)**: **Final transactions are scheduled to be received from the** **State by Monday, July 16, 2018**. **All FY2018 Transactions will be recorded by Tuesday, July 24, 2018.** Departments that do not receive expected transactions from another State agency must coordinate directly with that agency to ensure processing. Call the applicable agency directly to verify that the agency has posted each transaction. **It is highly recommended that coordination with agencies take place now rather than waiting to see if your receipt is processed.** For timely processing, please follow instructions for the R\*Stars Notice Form, located here: <https://financialservices.umbc.edu/9-2-rstars/> Be sure to keep a copy of all supporting documentation. Contact Rebecca Struckmeier on extension 5-3977 with any questions. |