



Fiscal Year 2010 Important Dates

May 14: Last day for submitting Fiscal Year 2010 printing order requests to Publications. Please call Florence at 58575 if you have any questions.

May 21: Last day for submitting purchase requisitions to Purchasing so they may be paid with Fiscal Year 2010 funds. Please call De Anne at 58724 if you have any questions.

June 15: The following items received after this date will be processed in Fiscal Year 2009 as time allows. Items for Fiscal Year 2011 should be clearly identified.

- Travel Expense Reports
- Invoices
- Miscellaneous Reimbursements and Check Requests
- Petty Cash Reimbursements
- Payments to Individuals

Please call Linda at 58611 if you have any questions.

June 15: The following items received after this date will be processed in Fiscal Year 2010 as time allows.

- Expense & Revenue Transfers
- Chargebacks.

Please call Brea at 58721 or Kathy at 58552 if you have any questions.

June 15: Budget Transfers. Items received after this date will be processed in Fiscal Year 2010 as time allows. Please call Jill at 58568 if you have any questions.

June 18: Last day to make a procurement card purchase with reasonable assurance that the payment will be made with Fiscal Year 2010 funds. Please call Kathy at 58552 if you have any questions.

June 25: Last day to make deposits that will appear in Fiscal Year 2010. Please call Dianne at 56490 if you have any questions.