



## FISCAL YEAR (FY) 2021 Financial Transaction Processing Schedule

Business Services Items	Fiscal Year Funding	Submit by	Submit to	Contact person
Chargebacks	2021	June 18	businessservices@uwlax.edu	Mark Haakenson
CDW-g Orders Backordered items may not post until FY22.	2021	June 18	<a href="#">Purchase request process</a>	Mike Gasper
Deposits	2021	June 30 by noon	Cashier's Office	Lisa Drazkowski
e-Reimbursements Please allow time for reports to move through workflow and monitor email for notice of reports sent back for revision.	2021	June 18	<a href="#">e-Reimbursement login</a>	Kristin Trussoni
Expense & Revenue Transfers	2021	June 18	businessservices@uwlax.edu	Mark Haakenson
Invoices Backordered items may not post until FY21.	2021	June 18	businessservices@uwlax.edu	Kristin Trussoni
Payments to Individuals (PIRs) If PIR is to be paid with FY21 funds, note on PIR.	2021	June 18	businessservices@uwlax.edu	Kristin Trussoni
Printing Orders	2021	June 4	purchasing@uwlax.edu	John Elmer
Purchase Card Purchases Depending on vendor processing.	2021	June 20	<a href="#">Purchase request process</a>	Shelle Gholson
Purchasing Card Purchases June 25 <sup>th</sup> is the Final Statement Date for FY2021.	2022 depending on supplier processing	June 21-25	<a href="#">Purchase request process</a>	Shelle Gholson
Purchasing Card Purchases	2022	After June 25	<a href="#">Purchase request process</a>	Shelle Gholson



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<b>Purchase Requisitions: ShopUW+ Non-Catalog Purchases</b>				
<b>Purchase Requisitions / Non-Catalog Purchases with FY21 funding</b>	2021	May 21	<a href="#">Purchase request process</a>	Mike Gasper
<b>Purchase Requisitions / Non-Catalog Purchases with FY22 funding</b> <ul style="list-style-type: none"> <li>• Check box for FY22 Funds</li> <li>• Purchase Order date of July 2, 2021</li> </ul>	2022	After May 10	<a href="#">Purchase request process</a>	Mike Gasper
<b>ShopUW+ Catalog Purchases</b>				
<b>Catalog Purchases</b> Backordered items may not post until FY22.	2021 depending upon supplier processing	June 11	<a href="#">Purchase request process</a>	Mike Gasper
<b>Catalog Purchases</b> Backordered items may not post until FY22.	2022	After June 30	<a href="#">Purchase request process</a>	Mike Gasper

<b>Budget Office Items</b>	<b>FY Funding</b>	<b>Submit by</b>	<b>Submit to</b>	<b>Contact person</b>
<b>Spend Plans</b>	2021	July 15	<a href="mailto:budgetoffice@uwlax.edu">budgetoffice@uwlax.edu</a>	Kristin Stanley
<b>Budget Transfers</b>	2021	June 25	<a href="mailto:budgetoffice@uwlax.edu">budgetoffice@uwlax.edu</a>	Kristin Stanley

<b>Facilities Planning &amp; Management Items</b>	<b>FY Funding</b>	<b>Submit by</b>	<b>Submit to</b>	<b>Contact Person</b>
<b>Campus Stores Orders</b>	2021	June 4	<a href="mailto:fpm@uwlax.edu">fpm@uwlax.edu</a>	Tom Fell
<b>Key Requests</b>	2021	June 4	<a href="mailto:fpm@uwlax.edu">fpm@uwlax.edu</a>	Tom Fell
<b>Work Orders, Estimates, &amp; Transfers</b>	2021	May 21	<a href="mailto:fpm@uwlax.edu">fpm@uwlax.edu</a>	Tom Fell