

UNIVERSITY of WISCONSIN
LA CROSSE

**BUSINESS SERVICES, BUDGET OFFICE, & FACILITIES MANAGEMENT
DEADLINES FOR FISCAL YEAR (FY) 2018**

Item	FY Funding	Submit by	Submit to
Budget Office Spend Plans	FY 2018	July 15	Kristin Stanley Budget Office
Budget Transfers	FY 2018	June 22	Kristin Stanley Budget Office
Change Fund & Petty Cash Return	FY 2018	June 22	Mike Gasper Accounts Payable
Chargebacks	FY 2018	June 22	Sandy Chapman General Accounting
Deposits	FY 2018	June 29 by noon	Lisa Drazkowski Cashier's Office
e-Reimbursements Please allow time for reports to move through workflow and monitor email for notice of reports sent back for revision.	FY 2018	June 8	Mike Gasper Accounts Payable
e-Reimbursements	FY 2018 depending upon workflow status	After June 8	Mike Gasper Accounts Payable
e-Reimbursements	FY 2019	After July 2	Mike Gasper Accounts Payable
Expense & Revenue Transfers	FY 2018	June 22	Sandy Chapman General Accounting
Invoices & CDW-g Orders Backordered items may not post until FY19.	FY 2018	June 22	Mike Gasper Accounts Payable
Payments to Individuals (PIRs) If PIR is to be paid with FY19 funds, note on PIR.	FY 2018	June 22	Mike Gasper Accounts Payable
Printing Orders	FY 2018	May 11	John Elmer Purchasing
Procurement Card Purchases June 29th is the Final FY 2018 Statement Date.	FY 2018 depending upon vendor processing time	June 22	Amanda King PCard Admin
Procurement Card Purchases	FY 2019	After June 29	Amanda King PCard Admin
Purchase Requisitions - more than \$50,000 requires sealed bids	FY 2018	April 2	Amanda King Purchasing
Purchase Requisitions - less than \$50,000	FY 2018	May 15	Amanda King Purchasing
Shop@UW Purchases Backordered items may not post until FY19.	FY 2018	June 15	John Elmer Purchasing
Shop@UW Purchases Backordered items may not post until FY19.	FY 2018 depending upon vendor processing time	June 16-25	John Elmer Purchasing
Shop@UW Purchases	FY 2019	After June 25	John Elmer Purchasing

FACILITIES MANAGEMENT	FY Funding	Submit by	Submit to
Campus Stores Orders	FY 2018	June 1	Tom Fell Facilities Mgmt
Key Requests	FY 2018	June 1	Tom Fell Facilities Mgmt
Work Orders, Estimates, & Transfers	FY 2018	May 1	Tom Fell Facilities Mgmt