

BUSINESS SERVICES, BUDGET OFFICE, AND FACILITIES PLANNING & MANAGEMENT DEADLINES FOR FISCAL YEAR (FY) 2020

Business Services Items	FY Funding	Submit by	Submit to	Contact person
Chargebacks	2020	June 19	businessservices@uwlax.edu	Don Rauls
CDW-g Orders Backordered items may not post until FY21.	2020	June 19	Purchase request process	Mike Gasper
Deposits	2020	June 29 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.	2020	June 8	e-Reimbursement login	Kristin Trussoni
Expense & Revenue Transfers	2020	June 19	businessservices@uwlax.edu	Don Rauls
Invoices Backordered items may not post until FY21.	2020	June 19	businessservices@uwlax.edu	Kristin Trussoni
Payments to Individuals (PIRs) If PIR is to be paid with FY21 funds, note on PIR.	2020	June 19	businessservices@uwlax.edu	Kristin Trussoni
Printing Orders	2020	May 8	purchasing@uwlax.edu	John Elmer
Purchasing Card Purchases Depending on vendor processing.	2020	June 19	Purchase request process	Shelle Gholson
Purchasing Card Purchases June 26 is the Final FY 2020 Statement Date.	2020 depending on vendor processing	June 20-25	Purchase request process	Shelle Gholson
Purchasing Card Purchases Transaction Management Allocation Tool	2020	June 30	Purchase request process	Shelle Gholson
Purchasing Card Purchases	2021	After June 25	Purchase request process	Shelle Gholson
Purchase Requisitions – more than \$50,000 If amount is greater than \$50,000, sealed bids are required.	2020	March 15	businessservices@uwlax.edu	Mike Gasper
Purchase Requisitions - less than \$50,000 If to be paid with FY21 Funds, please check box on form.	2020	May 22	businessservices@uwlax.edu	Mike Gasper
Shop@UW Purchases Backordered items may not post until FY21.	2020	June 12	Purchase request process	John Elmer
Shop@UW Purchases Backordered items may not post until FY21.	2020 depending upon vendor processing	June 13-24	Purchase request process	John Elmer
Shop@UW Purchases Pre-posting Allocation Tool	2020	June 29 at 10 a.m.	Purchase request process	John Elmer
Shop@UW Purchases	2021	After June 24	Purchase request process	John Elmer

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Budget Office Items	FY Funding	Submit by	Submit to	Contact person
Spend Plans	2020	July 15	budgetoffice@uwlax.edu	Kristin Stanley
Budget Transfers	2020	June 19	budgetoffice@uwlax.edu	Kristin Stanley

Facilities Planning & Management Items	FY Funding	Submit by	Submit to	Contact Person
Campus Stores Orders	2020	June 1	fpm@uwlax.edu	Tom Fell
Key Requests	2020	June 1	fpm@uwlax.edu	Tom Fell
Work Orders, Estimates, & Transfers	2020	May 1	fpm@uwlax.edu	Tom Fell