DISBURSEMENTS FISCAL CLOSING DATES 11/12

Paper and online payment documents, including invoices and requests for scrip must be received in Disbursements by the following dates.

Payment documents dated prior to July for Fiscal Year 2012/2013 business must be marked “July Business” in red by the department.

<table>
<thead>
<tr>
<th>DISBURSEMENTS MUST BE RECEIVED BY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Marketplace</td>
</tr>
<tr>
<td>Invoices associated with a PO that begins with a 9 will post to the ledger based on the transaction date the invoice is successfully loaded in IFIS.</td>
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<tr>
<td>For invoices over $9,999 approved through the workflow process, indicate when the item was received in the Comments section of the workflow step.</td>
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</tbody>
</table>

Invoices and Other Billings
- Invoices (PO’s under $10,000 starting with 1, 2 or 3) 6/20
- Approved Invoices (1High Value PO greater than $9,999, starting with 1) 6/20
- Freight 6/20
- Invoices (utilities & non campus purchase order related) 6/20
- Petty cash schedule 6/22
- Requests for payment & check adjustments 6/22

1NOTE: Invoices greater than $9,999, when sent to the department for approval signature, will have a “Received Date” attachment included. Departments need to document the date the item or service was received on the attachment, and return everything to Disbursements for processing by 6/20.

Payment Authorization processed by Disbursements
- Payment Authorization 6/22

NOTE: Please refer to the Travel Fiscal Closing Dates page for deadlines for Mileage and entertainment reimbursements processed by Travel

Scrip
- Scrip (requests for issuance of scrip) 6/22

Express Card
- Transaction files received from US Bank generating an email on July 4 or earlier, will post to the June operating ledger.
- Transactions with an IFIS post date through July 12 will post to the June ledger. Corrections to these transactions must be made by noon on this date.

Accounts Payable Files
- Electronic files received by ACT from departments through July 12.

Questions – contact the Disbursements expert by process