

Cut Off Dates for FY 2016-2017

16/17 Dates - for State Fund (1R) ONLY	16/17 Dates - for IFR, DIFR, HIFR, VIFR Funds	Item
4/17	4/17	Last day to submit all requisitions regardless of \$ amount with a lead time requirement between 30 and 45 days and an expected delivery date no later than July 5, 2017. All services must be completed by June 30, 2017.
5/1	5/1	Last day to submit all requisitions, between \$5K and \$50K, with an expected delivery date no later than July 5, 2017. All services must be completed by June 30, 2017.
5/19	5/19	Letters sent by Purchasing to vendors notifying them of the cutoff dates.
5/31	5/31	Last day to submit ALL requisitions to Procurement for all items under \$5K with an expected delivery date no later than July 5, 2017, all services must be completed by June 30, 2017. No exceptions.
5/31	5/31	Last day for VP rollovers to be identified.
6/6	6/6	Last day for Human Resource Services to submit salary refunds [must be received from OSC by July 17.
6/30	6/30	Last Business Day of the fiscal year.
7/7	7/7	For State and IFR accounts, last day for receipt of items to be paid against fiscal year 16/17 funds.
7/7	7/21	Last day to submit all invoices to Procurement for processing. Begin cancellation of all non-contract encumbrances.
7/14	7/28	Last day to request an increase to contract encumbrances (AC340 transactions).
7/21	8/18	Last day for contract payment
7/28	8/31	=>Cancellation of Service contract encumbrances. =>Last day for all lapsed procurement activity.
8/4	9/6	=> Last day for departments to submit budget transfers. => Last day for departments to submit journal transfers. => Last day for departments other than Accounting to process journal transfers and budget transfers.