

LAPSING FUNDS CALENDAR

2020/21 Dates - for all State Funds

(Posted cutoff dates for purchasing activity do not apply to COVID-19 emergency purchases. COVID-19 purchases will be addressed on a case-by-case basis)

<u>Date</u>	<u>Item</u>
4/23/2021	Last day to submit all requisitions over \$50K requiring competitive advertising and solicitation of quotations, with an expected delivery date no later than July 5, 2021 for commodities. All services must be completed by June 30, 2021.
5/7/2021	Last day to submit all requisitions, between \$5K and \$50K, with an expected delivery date no later than July 5, 2021. All services must be completed by June 30, 2021.
5/14/2021	Letters sent by Purchasing to vendors notifying them of the cutoff dates.
5/28/2021	Last day for VP rollovers to be identified. -- Your department's internal cutoff date will be earlier than 5/31/21. Check with your VP coordinator.
6/7/2021	Last day to submit ALL requisitions to Procurement for all items under \$5K with an expected delivery date no later than July 5, 2021 for commodities. All services must be completed by June 30, 2021. No exceptions.
6/25/2021	Last day for orders to be placed with delivery within two days from select WOLFMART punchout vendors only (WB MASON, FM OFFICE/GRAINGER; AMAZON; FISHER; VWR). -- Punchouts will remain open, but all reqs will go into a State Hold folder and we will reject those that cannot be delivered within two days (e.g. computer equipment).
6/30/2021	Last Business Day of the fiscal year. Last day for receipt of items to be paid against fiscal year 20/21 funds.
6/30/2021	Last day for Human Resource Services to submit salary refunds
7/23/2021	Last day to submit all invoices to Procurement for processing. Last day to submit for payroll transfers to HRS.
8/6/2021 *	Last day for VP areas to submit budget transfers - State (State Purpose Fund 10) Last day for VP areas to submit journal transfers - State (State Purpose Fund 10) Last day for VP areas other than Acctg to process journal transfers & budget transfers - State (State Purpose Fund 10) -- Your department's internal cutoff date will be earlier than 8/6/21. Check with your VP coordinator.
8/9/2021	Last day to request an increase to contract encumbrances (AC340 transactions)
8/20/2021	Last day for Contract payments
8/27/2021	Last day for cancellation of encumbrances by SBU. Last day for all lapsed Procurement activity.
9/1/2021	Cancellation of all remaining encumbrances by SUNY.
9/10/2021 *	Last day for VP areas to submit budget transfers - all Funds other than State Last day for VP areas to submit journal transfers - all Funds other than State Last day for VP areas other than Acctg to process journal transfers & budget transfers - all Funds other than State

* Please note due to this year's extended dates, there are NO exceptions on cut-off dates.