

## College of Pharmacy

### Fiscal Year 2017-2018 Deadlines

<b>Budget &amp; Accounting</b>	<b>COP Deadline</b>
Budget amendments (re-budgeting personal services to non-personal and vice versa)	January 31, 2018
Income account revenue estimation	February 28, 2018
Income account carry forward requests	June 1, 2018
Journal Voucher Requests--Personal Services	May 25, 2018
Personnel Activity Report (PAR)	June 12, 2018
Income account deferred revenue	June 19, 2018
Journal Voucher Requests--Non-Personal Services	June 20, 2018
<b>Purchasing</b>	
CESS deadline that require approval of the Vice Chancellor or Info Tech/BOR VPIT	March 19, 2018
Computer Equipment, software or services (CESS) audiovisual and telecommunications (\$10,000 to \$500,000) (NOT AVAILABLE on State contract) (attach CESS approval)	April 13, 2018
Computer Equipment, software or services (CESS) audiovisual and telecommunications (\$10,000 to \$500,000) (AVAILABLE on State contract) (attach CESS approval)	May 1, 2018
IT purchases on statewide or agency contract (attach CESS approval)	May 30, 2018
Operating Supplies and Other Equipment totaling \$24,999.99 or less (not under categories above)	May 30, 2018
Bulldog Print & Design	June 20, 2018
Purchasing Card Charges (vendor transmitted transactions)	June 1, 2018
Mail & Receiving Services	June 20, 2018
Central Research Stores	TBA
Facilities Management Work Order Charges (for work completed and billed)	June 22, 2018
VT&M--Fuel purchased and service provided	June 22, 2018
<b>Travel</b>	
Travel with Airfare Direct Charged	June 20, 2018
Approved Travel Expense Statements	June 20, 2018
<b>Others</b>	
Physical Plant Work Orders	April 16, 2018
Check Requests	June 20, 2018
E-ticket processing	June 20, 2018
Cash and Credit Card Receipts	June 19, 2018
Note: (a) Funds relating to out-of-state travel to be completed by 9/30/18 may be encumbered by FY 2018 funds.	
(b) Deadlines are applicable for both electronic and paper copies (where applicable)	