

Cut-Off Deadlines - by Date Order FY2020

(If item includes sponsored projects: back up cutoff date by four business days to route through SPA Post Award)

Section	Contact Info	Page #	Description	UGA Cut-Off Date	College of Pharmacy Cut-Off Date
Purchasing	Procurement	3	Purchase Requests due where the method of solicitation is a Request for Proposal (RFP)	March 2, 2020	----
Purchasing	Procurement	3	Purchase Requests Due for Vehicles.	March 9, 2020	----
Purchasing	VPIT	3	IT-CESS Project over \$500,000.00	March 23, 2020	March 16, 2020
Budget	Budget	7	Budget journals should be processed no later than March 31, 2020 to reflect the total projected budget for current fiscal year.	March 31, 2020	----
Departmental Sales and Services	Budget	7	Budget journals for the current fiscal year are due to Commitment Control.	March 31, 2020	----
Purchasing	VPIT	3	IT-CESS Project \$0-\$500,000.00 not on contract	April 15, 2020	April 10, 2020
Other Services	Facilities Management	5	All currently established and funded Facilities Management Division (FMD) work orders will be reviewed April 17, 20. FMD will contact the department(s) if the work cannot be completed and billed by June 30, 2020.	April 17, 2020	----
A/R	Accounts Receivable	2	Requests to reserve or write off uncollectible accounts should be submitted to Accounts Receivable.	April 30, 2020	----
Purchasing	Procurement	3	Purchases requiring formal bidding or sole source justification for \$25,000.00 or greater	May 1, 2020	April 24, 2020
Purchasing	VPIT	3	IT-CESS Project \$0-\$500,000.00 on contract	May 4, 2020	April 30, 2020
Purchasing	Procurement	3	Purchases not requiring formal bidding or sole source justification for items totalling \$24,999.99 or less	June 3, 2020	May 29, 2020
Payroll	Payroll	6	Deadline for overpayment requests are due by noon .	June 10, 2020	----
Purchasing	Procurement	3	Any commodity/service on contract regardless of dollar value.	June 12, 2020	June 5, 2020
Other Services	Facilities Management	5	Deadline for FMD Auto Center vehicle rental RETURN is Wednesday, June 17, 2020. Rentals not returned by that date will be charged to the FY21 budget.	June 17, 2020	----
Other Services	Facilities Management	5	Deadline for purchasing fuel at the FMD Auto Center is 5:00 pm, Wednesday, June 17, 2020 to be charged to the FY20 budget.	June 17, 2020	----
Other Services	Facilities Management	5	Deadline for preventative or repair maintenance at the Auto Center is Wed., June 17th to be charged to the FY20 budget.	June 17, 2020	----
Payroll	Payroll	6	Deadline for reimbursement if paying by check	June 17, 2020	----
Carry Forward Requests	Accounting	7	Student Technology Fees & carry forward requests should be submitted to the Accounting Department	June 19, 2020	----
Other Services	Bulldog Print + Design	4	Bulldog Print + Design deadline to accept requests for printing & design services will be charged to the 2019-2020 year, if the job can be completed by June 19, 2020.	June 19, 2020	----
Other Services	Facilities Management	5	Deadline for Facilities Management Warehouse to be charged against FY20 is 3:30 pm .	June 19, 2020	----
Other Services	Mail & Receiving Services	4	Postage fees will be charged to the FY20 budget for all mail received by the end of the working day .	June 19, 2020	----
Petty Cash	Bursar/Treasury	1	Petty cash applications for funds to be disbursed to custodians by the end of the fiscal year must be submitted to Bursar and Treasury Services by the end of the working day .	June 22, 2020	June 15, 2020
Departmental Sales and Service	Accounting	7	All requests to set up accounts receivable, deferred revenue, or scientific equipment reserves on departmental sales and services accounts are due in the Accounting Department.	June 25, 2020	----
Budget	Budget	7	Budget transactions will NOT be updated to UGA Financial Management after June 25, 2020. Budget transactions received in Commitment Control after June 22, 2020 are not guaranteed to be updated for FY2020 .	June 25, 2020	June 22, 2020
Accounts Payable	Accounts Payable	2	Payment requests with supporting documents (including Petty Cash reimbursement requests) and Accounts Payable Journal Vouchers to be charged against the FY2020 budget must be in Accounts Payable by the close of business .	June 26, 2020	June 19, 2020
Travel	Accounts Payable T&E	2	Expense report adjustments involving FY2020 transactions are due by the close of business .	June 26, 2020	June 19, 2020

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Travel	Accounts Payable T&E	2	Travel authorities with airfare to be direct charged to the University on the FY2020 budget must be in Travel and Encumbrances by the close of business .	June 26, 2020	June 19, 2020
Travel	Accounts Payable T&E	2	Travel Agency deadline to submit invoice to Travel & Enc.	June 26, 2020	June 19, 2020
Travel	Accounts Payable T&E	2	Approved Travel Expense Statements to be charged to the FY2020 budget must be submitted to Accounts Payable by the close of business .	June 26, 2020	June 19, 2020
Pcard	Accounting	4	P-Card transactions transmitted by the vendor to the bank by Saturday, June 27, 2020 will be posted in FY2020.	June 27, 2020	----