

College of Pharmacy

FY21 Year-end dates

Category	Details	College Dates	UGA Dates
Purchase Request	Purchase request that need a Request for Proposal (RFP)	26-Feb-2021	1-Mar-2021
CESS for IT Purchases	CESS deadline for anything over \$500,000	18-Mar-2021	22-Mar-2021
Budget Journals	Budget Journals to reflect the total projected budgets for the fiscal year	26-Mar-2021	31-Mar-2021
Budget Journals	Departmental Sales and Services budgets due		31-Mar-2021
Carry Forward Request	Initial request due to Business Office	2-Apr-2021	
CESS for IT Purchases	CESS deadline that requires local approval only that is NOT available on statewide contract	12-Apr-2021	14-Apr-2021
FMD-Work Orders	All work orders will be reviewed to see if work can be completed and bill by June 30th.	14-Apr-2021	16-Apr-2021
Accounts Receivable	Request to reserve or write off uncollectible accounts		30-Apr-2021
Purchase Request	Any purchase requiring formal bidding or sole source for \$25,000 or higher	28-Apr-2021	30-Apr-2021
CESS for IT Purchases	CESS projects up to \$500,000 ON contract	29-Apr-2021	3-May-2021
Purchase Request	Purchases NOT requiring bidding or sole source for \$24,999 or less	31-May-2021	2-Jun-2021
Payroll	Overpayment request due by noon		9-Jun-2021
Purchase Request	Any commodity/service on contract regardless of dollar amount	9-Jun-2021	11-Jun-2021
FMD Car Rental	Car rentals must be returned to Auto Center in order to be charged to FY21	14-Jun-2021	16-Jun-2021
Carry Forward Request	Please re-confirm balance		18-Jun-2021

Category	Details	College Dates	UGA Dates
UGA-F check requests, journal vouchers, and/or budget transfers	Date may change based on details from UGA-Foundation	16-Jun-2021	18-Jun-2021
Petty Cash	Applications for petty Cash funds to be disbursed to custodians by end of fiscal year.	17-Jun-2021	21-Jun-2021
Printing	Deadline to accept request for printing and design services	17-Jun-2021	21-Jun-2021
PCard	PCard transactions for FY21	18-Jun-2021	27-Jun-2021
Mail/Postage	Postage fees before this date will be charged to FY21	23-Jun-2021	25-Jun-2021
Department Sales and Services	Request for accounts receivable or deferred revenue		25-Jun-2021
Budget Transfers	Budget transfers after this date will not reflect in UGA Financials		25-Jun-2021
Payment Request/Expense Statements	All request due before close of business	24-Jun-2021	28-Jun-2021
Travel	Travel authorities with direct charged airfare	24-Jun-2021	28-Jun-2021
AP Journal Vouchers/Expense Adjustments	Any adjustment needed for FY 20	24-Jun-2021	28-Jun-2021
Cash/Check Receipts	All funds received by 3pm	28-Jun-2021	29-Jun-2021
Credit Card Receipts	Any credit card sales that occur through June 28th and any web departmental deposits before NOON	29-Jun-2021	29-Jun-2021