

College of Pharmacy

FY24 Year-end dates

Category	Details	College Dates	UGA Dates
CESS for IT Purchases	CESS deadline for anything over \$500,000	11-Mar-2024	15-Mar-2024
FMD-Work Orders	All work orders will be reviewed to see if work can be completed and bill by June 30th.	15-Mar-2024	15-Mar-2024
Carry Forward Request	Initial request due to Business Office	15-Mar-2024	
Purchase Request	Purchase request that need a Request for Proposal (RFP) or Sole Source Justification	25-Mar-2024	1-Apr-2024
Purchase Request	Purchases greater than \$250,000 and Requests for Proposal or sole source justification required.	27-Mar-2024	1-Apr-2024
Budget Journals	Budget Journals to reflect the total projected budgets for the fiscal year	27-Mar-2024	31-Mar-2024
Budget Journals	Departmental Sales and Services budgets due	27-Mar-2024	31-Mar-2024
Accounts Receivable	Request to reserve or write off uncollectible accounts submitted to Accounts Receivable	27-Mar-2024	31-Mar-2024
CESS for IT Purchases	CESS projects up to \$500,000 NOT on contract	8-Apr-2024	12-Apr-2024
CESS for IT Purchases	CESS projects up to \$500,000 ON contract	22-Apr-2024	26-Apr-2024
Purchase Request	Any purchase requiring formal bidding or sole source for \$25,000 or higher	24-Apr-2024	29-Apr-2024
Purchase Request	Purchases NOT requiring bidding or sole source for \$24,999 or less	5-Jun-2024	10-Jun-2024
Purchase Request	Any commodity/service on contract regardless of dollar amount	5-Jun-2024	10-Jun-2024
Payroll	Overpayment request due by noon	5-Jun-2024	5-Jun-2024

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Petty Cash	Applications for petty Cash funds to be disbursed to custodians by end of fiscal year.	7-Jun-2024	14-Jun-2024
FMD Car Rental	Car rentals must be returned to Auto Center in order to be charged to FY24	14-Jun-2024	14-Jun-2024
UGA-F check requests	Date may change based on details from UGA-Foundation	19-Jun-2024	26-Jun-2024
Payment Request/Expense Statements	All request due before close of business	21-Jun-2024	27-Jun-2024
Travel	Travel authorities with direct charged airfare	21-Jun-2024	27-Jun-2024
Department Sales and Services	Request for accounts receivable or deferred revenue	21-Jun-2024	21-Jun-2024
Journal Vouchers/Expense Adjustments	Any adjustment needed for FY 24	24-Jun-2024	27-Jun-2024
Budget Transfers	Budget transfers after this date will not reflect in UGA Financials	26-Jun-2024	26-Jun-2024
PCard	PCard transactions transmitted by the vendor to the bank by June 27, 2024 will be posted in FY24	27-Jun-2024	27-Jun-2024
Cash/Check Receipts	All funds received by 3pm	27-Jun-2024	27-Jun-2024
Credit Card Receipts	Any credit card sales that occur through June 26th and any web departmental deposits before NOON	27-Jun-2024	27-Jun-2024
Mail/Postage	Postage fees will be charged to the FY23 budget for all mail received by the end of the working day on June 28, 2024.	28-Jun-2024	28-Jun-2024
Printing	Deadline to accept request for printing and design services. Will be charged to FY24 budget if the job can be completed by June 28, 2024.	28-Jun-2024	28-Jun-2024