

# College of Pharmacy

## FY25 Year-end dates

Category	Details	College Dates	UGA Dates
Purchasing	CESS deadline for anything over \$500,000	<b>10-Mar-2025</b>	14-Mar-2025
FMD-Work Orders	All work orders will be reviewed to see if work can be completed and bill by June 30th.	<b>14-Mar-2025</b>	14-Mar-2025
Carry Forward Request	Initial request due to Business Office	<b>14-Mar-2025</b>	
Budget Journals	Budget Journals to reflect the total projected budgets for the fiscal year	<b>26-Mar-2025</b>	31-Mar-2025
Budget Journals	Departmental Sales and Services budgets due	<b>26-Mar-2025</b>	31-Mar-2025
Accounts Receivable	Request to reserve or write off uncollectible accounts submitted to Accounts Receivable	<b>26-Mar-2025</b>	31-Mar-2025
Purchasing	Purchases greater than \$250,000 and Requests for Proposal or sole source justification required.	<b>24-Mar-2025</b>	1-Apr-2025
Purchasing	IT-CESS Project \$0-\$500,000 <u>not</u> on contract	<b>7-Apr-2025</b>	11-Apr-2025
Purchasing	IT-CESS Project \$0-\$500,000 <u>on</u> contract	<b>21-Apr-2025</b>	25-Apr-2025
Purchasing	Any purchase requiring formal bidding or sole source for \$25,000 or higher	<b>21-Apr-2025</b>	25-Apr-2025
Payroll	Overpayment request due by noon	<b>4-Jun-2025</b>	4-Jun-2025
Purchasing	Purchases <b>NOT</b> requiring bidding or sole source for \$24,999 or less	<b>5-Jun-2025</b>	10-Jun-2025
Purchasing	Any commodity/service on contract regardless of dollar amount	<b>5-Jun-2025</b>	10-Jun-2025
Petty Cash	Applications for petty Cash funds to be disbursed to custodians by end of fiscal year.	<b>16-Jun-2025</b>	20-Jun-2025

<b>Category</b>	<b>Details</b>	<b>College Dates</b>	<b>UGA Dates</b>
FMD Car Rental	Car rentals must be returned to Auto Center in order to be charged to FY25	<b>18-Jun-2025</b>	18-Jun-2025
UGA-F check requests	Date may change based on details from UGA-Foundation	<b>16-Jun-2025</b>	20-Jun-2025
Department Sales and Services	Request for accounts receivable or deferred revenue	<b>20-Jun-2025</b>	20-Jun-2025
Payment Request/Expense Statements	All request due before close of business	<b>23-Jun-2025</b>	27-Jun-2025
Travel	Travel authorities with direct charged airfare	<b>23-Jun-2025</b>	27-Jun-2025
Journal Vouchers/Expense Adjustments	Any adjustment needed for FY 25	<b>23-Jun-2025</b>	27-Jun-2025
Budget Transfers	Budget transfers after this date will not reflect in UGA Financials	<b>25-Jun-2025</b>	25-Jun-2025
PCard	PCard transactions transmitted by the vendor to the bank by June 27, 2025 will be posted in FY25	<b>27-Jun-2025</b>	27-Jun-2025
Cash/Check Receipts	All funds received by 3pm	<b>30-Jun-2025</b>	30-Jun-2025
Credit Card Receipts	Any credit card sales that occur through June 26th and any web departmental deposits before NOON	<b>30-Jun-2025</b>	30-Jun-2025
Mail/Postage	Postage fees will be charged to the FY25 budget for all mail received by the end of the working day on June 28, 2025.	<b>30-Jun-2025</b>	30-Jun-2025
Printing	Deadline to accept request for printing and design services. Will be charged to FY25 budget if the job can be completed by June 28, 2025.	<b>30-Jun-2025</b>	30-Jun-2025