

Year-End Timeline:

In order to facilitate efficient and effective year-end processing, the following timeline is recommended for the fiscal year ending June 30, 2016.

Deadline	Action	Additional Information
June 1	Initiate final FY16 purchase orders	<i>Please contact Caron Findlay at x2424 or caron.findlay@drake.edu with any questions you have regarding purchase orders.</i>
June 15	Complete FY16 purchases with vendor	<i>All purchases should be completed by this date in order to allow for settlement of the transaction and receipt of the goods or services by June 30th.</i>
	Clear outstanding FY16 Travel Advances	<i>Please contact accounting at x2125 or accounting@drake.edu with any questions you have regarding outstanding travel advances.</i>
June 24	Review FY16 account activity through May	<i>All accounts should be reviewed in Banner on a timely basis throughout the fiscal year. Any corrections for July through May activity should be submitted to accounting by this date.</i>
	Submit all FY16 payment requests	<i>All payment requests for FY16 should be submitted to Accounting.</i>
June 30	Review and submit all FY16 purchasing card statements	<i>All FY16 purchasing card statements should be reviewed and submitted to Accounting with required documentation.</i>
July 15	Submit requests for FY16 restricted or endowed spending transfers.	<i>All requests for restricted or endowed spending should be submitted to Kathy Veach at kathy.veach@drake.edu.</i>
	Final review of FY16 account activity	<i>At this point, only June transactions should need to be reviewed. It is highly recommended that prior months' activity be reviewed as stated above in the timeline. Any corrections should be submitted to accounting by this date.</i>