

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, 2020.

Deadline	Action	Additional Information
April 30	Submit final FY20 computer order requests	See the ITS KB article about a temporary change to computer orders (https://drake.teamdynamix.com/TDClient/2025/Portal/KB/ArticleDet?ID=28289)
June 1	Initiate final FY20 purchase orders	Please contact Shelly Biondi at x2125 or michelle.biondi@drake.edu with any questions you have regarding purchase orders.
June 12	Complete FY20 purchases with vendors	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 30.
	Clear outstanding FY20 Travel Advances	Please contact Jeni at x4509 or Jenifer.Baughter@drake.edu with any questions you have regarding outstanding travel advances.
	Review FY20 account activity through May	All accounts should be reviewed in Banner on a timely basis throughout the fiscal year. Any corrections for July19 through May20 activity should be submitted to accounting by this date.
June 29	Submit all FY20 payment requests	All payment requests for FY20 are to be submitted to Accounting by the end of the business day.
July 14	Submit requests for FY20 restricted or endowed spending transfers.	All requests for restricted or endowed spending should be submitted to Kathy Veach at kathy.veach@drake.edu by end of the business day.

July 17	Final review of FY20 account activity	At this point, only June transactions should need to be reviewed. Corrections for June are due to accounting by this date. <i>All prior months' activity should have been reviewed and corrections submitted as stated above in the timeline.</i>
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****Pcard statements and required documentation should be submitted electronically by the deadlines established within the new program guidelines.*