

Fiscal year-end purchasing guidelines: 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, 2021.

Deadline	Action	Additional Information
April 15	Submit final FY21 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) (Email communication sent 4/1/21 from IT)
June 1	Initiate final FY21 purchases	Goods or services must be on Drake’s campus or completed by June 30 to be expensed to FY21.
June 11	Complete FY21 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.
June 21	Review FY21 account activity through May	All accounts should be reviewed in Banner on a timely basis throughout the fiscal year. Any corrections for July20 through May21 activity should be submitted to accounting by this date.
June 30	Clear outstanding FY21 Travel Advances	Please contact Jeni at x4509 or Jenifer.Baughner@drake.edu with any questions you have regarding outstanding travel advances.
July 7	Submit all FY21 payment requests	All payment requests for FY21 are to be submitted to Accounting by the end of the business day.
July 14	Submit requests for FY21 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 FY21 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>

****Pcard statements and required documentation should be submitted electronically by the deadlines established within the program guidelines.*