Year-End Processing Timeline:

To facilitate efficient and effective year-end processing, the following timeline is recommended for the fiscal year ending June 30, 2022.

Deadline	Action	Additional Information
April 15	Submit final FY22 computer order requests	See the ITS KB article about computer purchasing guidelines: (https://drake.teamdynamix.com/TDClient/2025/Portal/KB/ArticleDet ?ID=28289) (Email communication sent 2/22/22 from ITS)
June 1	Complete FY22 purchases with vendors	Goods or services must be on Drake's campus or completed by June 30 to be expensed to FY22. All purchases should be completed in adequate time to allow for settlement of the transaction and receipt of the goods or services by June 30.
June 14	Review FY22 account activity through May	Account activity should be reviewed on a timely basis throughout the fiscal year. Any journal vouchers for July'21 through May'22 activity should be submitted through Finance Self Service by this date.
June 30	Clear outstanding FY22 Travel Advances	Please contact Jeni at x4509 or Jenifer.Baugher@drake.edu with any questions you have regarding outstanding travel advances.
July 14	Submit all FY22 payment requisitions	All requisitions for FY22 are to be submitted in Finance Self Service by the end of the business day. REMINDER: It is helpful to call out the fiscal year in which the good or service was received within the business description in Finance Self Service, based on the guidelines provided in the memo.
July 22	Submit requests for FY22 restricted or endowed spending transfers.	All requests for restricted or endowed spending should be submitted by end of the business day. Please contact Kathy Veach at kathy.veach@drake.edu with any questions.
July 24	Final review of FY22 account activity	At this point, only June transactions should need to be reviewed. Journal Vouchers for any June corrections should be processed through Finance Self Service by this date.

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