

The following information is to assist you during the transition from the University fiscal year ending September 30, 2021 to a new year beginning October 1, 2022. Accounting standards require that expenses be recorded in the fiscal period for which they are applicable.

To accomplish this the Business Office will begin transition expenses as applicable to the new fiscal year. The following schedule will serve as the guideline:

6 H S W H P E H U	Deadline for submission of Personnel Action Forms (P.A.F) for FY202
September 1	Starting September 1st all new purchase order requisitions, online purchase and p-card transactions will be evaluated for the appropriate fiscal period and entered or posted accordingly.
September 20	Deadline to provide Purchasing with the expected due date of any open purchase orders (open encumbrances) in your budget file. If there are open requisitions please send Purchasing