

# STATE UNIVERSITY OF NEW YORK PLATTSBURGH

## Fiscal Year 2023-24 Close-Out Chart

**Important:** In order to pay from FY 2023-24 funds, all services must be completed and/or goods received by 6.30.24. Goods or services received after 7.1.2024 will be applied to FY 2024-25.

Deadline Date*	Requisitions/PO's, Contracts, Expenditure (Journal) Transfers <sup>1</sup> & IFR Revenue Distribution, and Travel Reimbursements
4.19.24	<ul style="list-style-type: none"> <li>Last day to submit FY 2023-24 requisitions <b>valued from \$50,000- \$74,999</b></li> </ul>
5.15.24	<ul style="list-style-type: none"> <li>Last day to submit FY 2023-24 requisitions <b>valued from \$2,500 to \$49,999</b></li> </ul>
6.14.24	<ul style="list-style-type: none"> <li>Last day to submit all remaining FY 2023-24 requisitions. Note: Emergency purchases may still be made after this date. Department must provide documentation justifying the emergency nature of the expense.</li> </ul>
6.26.24	<ul style="list-style-type: none"> <li>Final date for FY 2023-24 Third Party billing requests, campus recharge expenditure journals for automotive, postage and printing &amp; duplicating.</li> <li>Estimated date for FY 2023-24 revenue distribution to IFR accounts.</li> </ul>
6.28.24	<ul style="list-style-type: none"> <li>Anticipated last day that SUNY FMS will be available for FY 2023-24.</li> <li>All requisitions <i>regardless of Fiscal Year</i> submitted in Jaggaer will be placed on holding until FMS becomes available (7.08.24)</li> </ul>
6.30.24	<ul style="list-style-type: none"> <li>Last business day of the fiscal year</li> <li>Last day for completion of contract services or receipt of goods to be paid from FY 2023-24 funds</li> </ul>
7.1.24	<ul style="list-style-type: none"> <li>FY 2024-25 begins</li> </ul>
7.08.24	<ul style="list-style-type: none"> <li>Anticipated date that SUNY FMS will be available for FY 2024-25</li> <li>Requisitions held due to SUNY FMS being unavailable will begin to be processed.</li> </ul>
7.26.24	<ul style="list-style-type: none"> <li>Last day to submit PO invoices to Regional Procurement Services</li> <li>Regional Procurement Services cancels remaining outstanding purchase orders.</li> </ul>
7.31.24	<ul style="list-style-type: none"> <li><b>Last day to submit the following expenses for FY 2023-24</b> <ul style="list-style-type: none"> <li>Travel vouchers for all trips completed <b>prior to 7.1.24</b></li> <li>Employee out-of-pocket reimbursements incurred <b>prior to 7.1.24</b></li> <li>Non-employee expense forms for costs incurred <b>prior to 7.1.24</b></li> </ul> </li> </ul>
8.16.24	<ul style="list-style-type: none"> <li>Last day for Payroll Expenditure Journals.</li> <li>Last day for processing contract payments.</li> <li>Regional Procurement Services cancels outstanding Service contract encumbrances.</li> </ul>
9.2.24	<ul style="list-style-type: none"> <li>Last day for departments to submit expenditure journal transfers</li> </ul>

***All dates are subject to change pending SUNY Year End Guidance.***