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| **CUNYfirst Fiscal Year-End 2019 Key Dates** | |
| **Key Procurement Actions and Dates** | |
| Final date to physically receive goods and services that can be charged to the FY’19 budget | June 30 |
| Receipts for FY’19 goods & services received by June 30 | Enter by June 30 or change receipt date to June 30 until July 19 |
| Last date for receipt of vendor invoices | July 11 |
| Last day to issue new PO’s and PO change orders | June 14 |
| **Key Actions and Dates for Contracts** | |
| Last day to approve and pay CUNY contract vouchers | July 18 |
| FY’20 requisitions entered in CUNYfirst | After July 1, but, will not be budget checked until FY’20 budget is loaded |
| FY’20 requisitions entered before June 30 | **Must be cancelled and new requisitions created** |
| **Key Credit Card Actions and Dates** | |
| Last day for FY’19 Travel card purchases | June 21 |
| Last Travel card transactions will be loaded into CUNYfirst for FY’19 | June 26 |
| Last day for FY’19 NET card purchases | June 28 |
| Last P-card and NET card files loaded into CUNYfirst | July 3 |
| All payments to Citibank for the July 6th P-card and NET card statements and any other outstanding statements must be paid | July 12 |
| P, NET and Travel card transactions must be reconciled in CUNYfirst to be included as FY’19 expenses | July 11 |
| Final reclassification for P, NET and Travel cards | July 22 |
| **Key Expenses Actions and Dates** | |
| The last day of travel that will be counted as FY’19 for **travel card transactions** | June 22 |
| The last day of travel that will be counted as FY’19 for **employee paid transactions** | June 30 |
| Employee reimbursable and travel card expenses on a **single** expense report | June 22 |
| Last day FY’19 expense reports to be input and approved for expenses incurred through June 30th | July 10 |
| **No FY’20 expense reports** should be submitted or approved | July 1 - July 31 |