

**PORTLAND STATE UNIVERSITY**  
**FISCAL YEAR 2011-2012 MONTHLY CLOSING SCHEDULE**

REVISED FOR 5 DAY CLOSE

FISCAL PERIOD	CALENDAR MONTH - YEAR	DUE DATES		NOTES
		IIT JV, TRAVEL/PERSONAL REIMBURSEMENTS, P-CARD DISTRIBUTIONS, INVOICES & JV'S	CLOSING	
07	JAN - 2012	Friday, FEB 3rd	Tuesday, FEB 7th	
08	FEB - 2012	Monday, MAR 5th	Wednesday, MAR 7th	
09	MAR - 2012	Wednesday, APR 4th	Friday, APR 6th	3rd quarter
10	APR - 2012	Thursday, MAY 3rd	Monday, MAY 7th	
11	MAY -2012	Tuesday, JUN 5th	Thursday, JUN 7th	
12	JUN - 2012	Thursday, JUL 5th	Monday, JUL 9th	4th quarter - PRELIM
14	JUN -2012 adjusted		TBA	Final FY12

June 2012 deadlines for periods 12 and 14 are dependent on OUS FY12 Closing Schedule requirements  
 Actual PSU departmental deadlines for FY12 year-end closing of the books will be announced May 2012

DEPARTMENT DEADLINES:

INTER INSTITUTIONAL JV SUBMISSION  
 REIMBURSEMENT SUBMISSION  
 INVOICE/JV COMPLETION, APPROVAL & SUBMISSION  
 P-CARD DISTRIBUTIONS

Following end of month:

3rd working day  
 3rd working day  
 3rd working day  
 3rd working day

BUSINESS AFFAIRS PROCESSING/PERIOD CLOSE DEADLINE

5th working day