

Portland State University		YEAR-END CLOSING DEPARTMENTAL DEADLINES				FY 11
DATE	Area	Description	Contact	Ext	e-mail	location
Friday, May 20, 2011	PUR	Informal Procurements Between \$25K-\$100K due.	Karen Preston	5-5460	prestonk@pdx.edu	NH 153
Friday, May 27, 2011	PUR	PO and long-form PSC due.	Karen Preston	5-5460	prestonk@pdx.edu	NH 153
Friday, June 10, 2011	HR-PR	New employment contracts, offer letters, labor distributions, leave rosters and all May timesheets due.	Pam Hutchins	5-5990	hutchp@pdx.edu	MCB 518
Thursday, June 16, 2011	HR-PR	Electronic approval of June timesheets and Classified hourly employee (May 16-June 15) paper timesheets.	Pam Hutchins	5-5990	hutchp@pdx.edu	MCB 518
Thursday, June 23, 2011	BAO	Outgoing Wire Transfer payments due.	Noor Sukhun	5-9825	nsukhun@pdx.edu	NH 12A
Friday, June 24, 2011	PUR	Short-form PSC due.	Karen Preston	5-5460	prestonk@pdx.edu	NH 153
Monday, June 27, 2011	BAO	Last day to use P-Card for expenses posted to FY11.	Noor Sukhun	5-9825	nsukhun@pdx.edu	NH 12A
Tuesday, June 28, 2011	CASHIER	All Cash Paid Out reimbursements must be turned in by NOON today. Otherwise, they must be handled through the formal Personal Reimbursement process.	Ava Stevens	5-3743	avamaria.stevens@pdx.edu	NH 178
Wednesday, June 29, 2011	CASHIER	Turn in all CASH (cash, checks, etc.) received in the department by NOON today.	Ava Stevens	5-3743	avamaria.stevens@pdx.edu	NH 178
Thursday, June 30, 2011	CASHIER	Turn in CASH (cash, checks, etc.) received in department since Wednesday, 6/29 by NOON today.	Ava Stevens	5-3743	avamaria.stevens@pdx.edu	NH 178
Thursday, June 30, 2011	BAO	P-Card transactions - Distribute all auto-fed transactions through June statement cut-off, approx 6/24, by NOON.	Noor Sukhun	5-9825	nsukhun@pdx.edu	NH 12A
Thursday, June 30, 2011	PUR	All POs for Goods and Services received by 6/30, processed/approved/posted in Banner by NOON.	Karen Preston	5-5460	prestonk@pdx.edu	NH 153
Thursday, June 30, 2011	BAO	4:00 PM deadline: Final Cash Close. Banner locked.	Lisa Whedon	5-5096	whedonl@pdx.edu	NH 167
***** STARTING JULY 1st, ALL BANNER INPUT FOR FY11 MUST USE A 30-JUN-2011 TRANSACTION DATE *****						
Tuesday, July 05, 2011	BAO	Turn in Accrued Accounts Receivable (\$\$ owed to department) to BAO-DO with complete documentation.	Lisa Whedon	5-5096	whedonl@pdx.edu	NH 167
Tuesday, July 05, 2011	BAO	Fixed Asset invoices (account codes: 40101, other 4xxxx or A8xxx) to BAO - Specialized Accounting Services.	Noor Sukhun	5-9825	nsukhun@pdx.edu	NH 12A
Tuesday, July 05, 2011	BAO	Inter-institutional Journal Vouchers (between OUS institutions), delivery to BAO - Departmental Accounting.	Noor Sukhun	5-9825	nsukhun@pdx.edu	NH 12A
Wednesday, July 06, 2011	BAO	Personal and Travel Reimbursement forms delivered to BAO - Specialized Accounting Services.	Noor Sukhun	5-9825	nsukhun@pdx.edu	NH 12A
Thursday, July 07, 2011	BAO	All other INVOICES input, department approved, and delivery to BAO - Specialized Accounting Services.	Noor Sukhun	5-9825	nsukhun@pdx.edu	NH 12A
Thursday, July 07, 2011	BAO	All other departmental JV due - Journal Vouchers, JV corrections, Interdepartmental billings, and COSTCO redistributions (acct 28995).	Noor Sukhun	5-9825	nsukhun@pdx.edu	NH 12A
Thursday, July 07, 2011	BUDGET	Budget adjustment JV.	Cher Wildenborg	5-2947	cwild2@pdx.edu	MCB 515
Tuesday, July 12, 2011	BAO	4:00 PM deadline: Period 12 final close. Banner locked.	Lisa Whedon	5-5096	whedonl@pdx.edu	NH 167
Tuesday, July 26, 2011	BAO	4:00 PM deadline: Period 14 final close. Banner locked.	Lisa Whedon	5-5096	whedonl@pdx.edu	NH 167