



Office of Finance and Administration
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FISCAL YEAR 2024 PROCESSING DEADLINE DATES AT A GLANCE

Each item must be received in the appropriate office by close of business on the date listed to be posted in FY 2024:

May 20 – Purchase requisitions above \$50,000.00 requiring bids (for questions about purchasing deadlines contact Michelle Newman 8-7271)

May 20 – Purchase requisitions using FY24 Funds (for questions about purchasing deadlines contact Michelle Newman 8-7271)

May 29 – Purchase requisitions under \$50,000.00 or any over \$50,000.00 that do not require bids (contracts and approved non-competitive) (for questions about purchasing deadlines contact Michelle Newman 8-7271)

June 28 – Certification of effort (for questions concerning certification deadlines, contact Brenda Murrell 8- 4889)

July 1 – All items reviewed and approved by Campus Business Offices and/or Accounts Payable/Travel offices (CONCUR travel transactions, 95xxxxxxx contract invoices, miscellaneous reimbursements T-27 without contracts (for questions about these deadlines, contact Jonathan Lawshe at 8-2325 for AP/Travel and Trent Pitts at 8-7330 for business contract invoices)

July 1 – Petty cash items and also complete the Petty Cash Verification Report (for questions about petty cash, contact Byron Porter 8-4847)

July 1 – Deposits for cash receipts received in the University offices prior to the close of business on July 01, report of collections (ZK document) dated June 30, 2024, must be received in the Bursar's Office by July 1, 2024 (for questions about deposit deadlines contact Byron Porter 8-4847)

Deadline for accounts receivable Write-off requests (T-35's). For questions, please contact George Ninan 8-9745

July 10 – Invoices, internal transfers, and procurement card distribution entered by department to be charged to FY 2024 (for questions about accounting deadlines, contact Keysha Fuller 8-4882)

July 17 – Accrual of Accounts Payable invoices (received after July 10th) outstanding for goods or services received on or before June 30 (for questions about accounts payable deadlines, contact George Ninan 8-9745)

July 17 - Accrual information pertaining to Business Contracts for accounts receivable and accounts payable invoices (received after July 6th) for goods or services received on or before June 30 (for questions about service contracts, contact Trent Pitts 8-7330)

Please remember that our objective is to record all revenues, disbursements and encumbrances in the proper fiscal year.

Your assistance in closing out the year will be appreciated.