<table>
<thead>
<tr>
<th>Due Date</th>
<th>Task</th>
<th>Additional Info</th>
</tr>
</thead>
<tbody>
<tr>
<td>6/23</td>
<td>SciQuest Non PO Payment Request Form</td>
<td>Must be fully approved in SciQuest</td>
</tr>
<tr>
<td>6/23</td>
<td>SciQuest Purchase Orders</td>
<td>Review all open Purchase Orders. Enter receiving for items/services received and send invoices to Accounting Office</td>
</tr>
<tr>
<td>6/23</td>
<td>Travel Expense Reimbursements</td>
<td>All approved Travel Reimbursement requests (TRs) and accompanying documentation due in the Accounting Office</td>
</tr>
<tr>
<td>6/28</td>
<td>P-Card Purchases</td>
<td>Last day for P-Card purchases for expenses to post in June</td>
</tr>
<tr>
<td>7/1</td>
<td>Open Purchase Orders from FY16 closed</td>
<td>FY 2016 open Purchase Orders will be closed by Purchasing unless Purchasing is notified to keep them open</td>
</tr>
<tr>
<td></td>
<td></td>
<td>General Fund (100100) POs created by June 30 will be charged to the FY 2016 budget. FY 2016 budgeted amounts will be added to FY 2017 budgets to cover any Gen Fund PO encumbrances open at June 30, but finalized and paid in FY 2017</td>
</tr>
<tr>
<td>7/7</td>
<td>Journal Entries FY16</td>
<td>All entries should be entered in Banner to provide time for approvals before close on 7/12</td>
</tr>
<tr>
<td>7/7</td>
<td>Bursar Billings</td>
<td>Enter all Bursar billings for services rendered on or before June 30 by July 7. For services rendered July 1 – July 7, please enter on July 8 or later</td>
</tr>
<tr>
<td>7/7</td>
<td>Payroll Labor Corrections</td>
<td>All approved Correcting Labor Forms due in Payroll &amp; Employee Benefits Office</td>
</tr>
<tr>
<td>7/12</td>
<td>1st June Close</td>
<td>All journal entry approvals, and other items above should be complete</td>
</tr>
</tbody>
</table>

Additional Information:
Beginning 7/1, the following will be reviewed and may be recorded in FY 2016 using a journal entry:

- AP invoices greater than $25,000
- AR Billings greater than $25,000
- Travel Reimbursements greater than $2,000

Please send any questions to ERPFINANCE@bsu.edu.