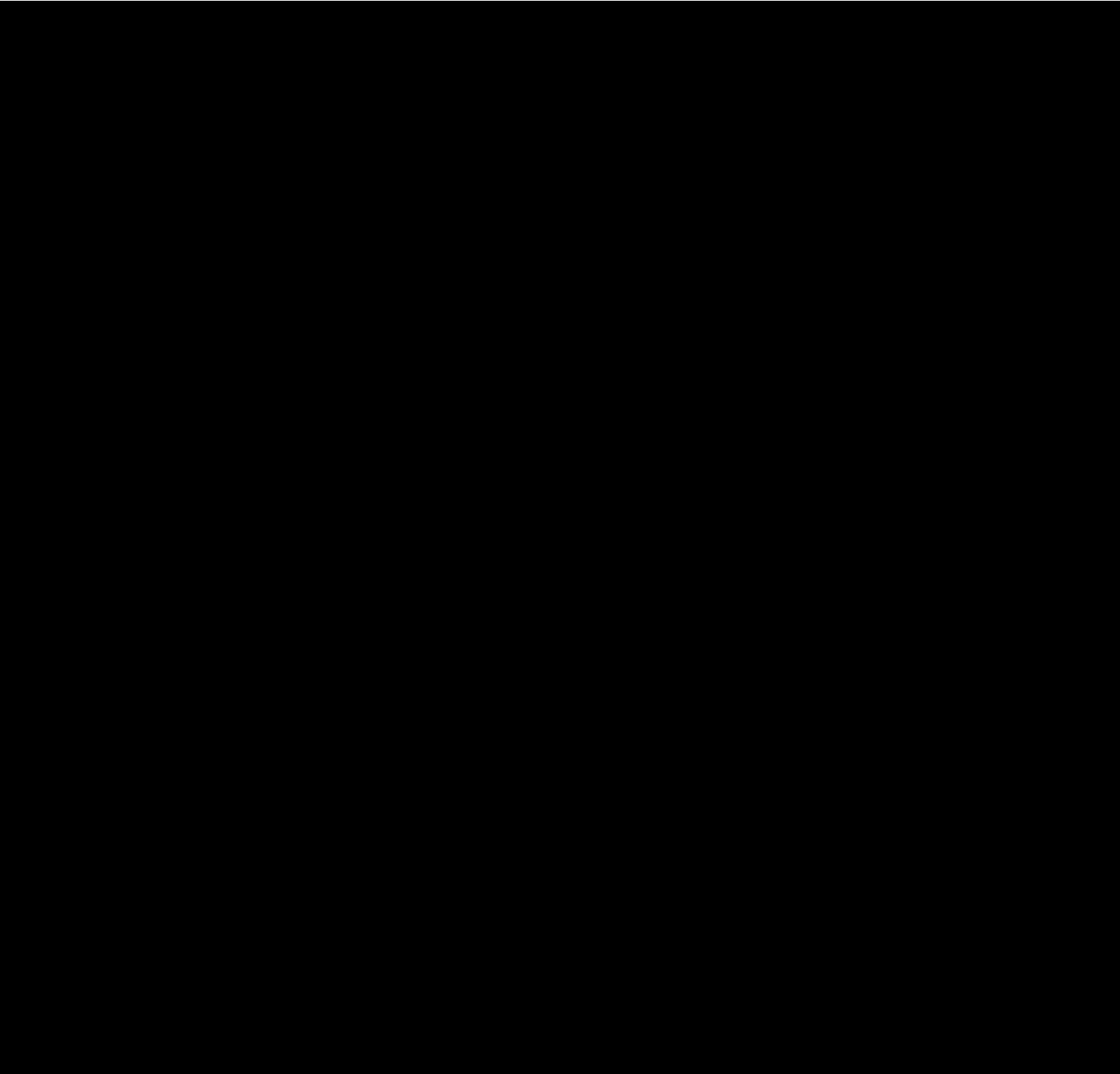


Due Date	Task	Contact Dept	Business Units
11/29/2024	The schedule of Fall Faculty Release Time to be invoiced to the Foundations is due to General Accounting.	GA	LBCMP
11/29/2024	CPaCEall reimbursement schedule of items to be invoiced to the Foundations is due to General Accounting.	GA	LBCMP

Due Date	Task	Contact Dept	Business Units
5/30/2025	Last day to submit approved requisitions for current year processing.	PO	LBCMP, LBFDN, LB49R
5/30/2025	Purchasing will accept online requisitions for next fiscal year. Purchase Orders will not be dispatched, however, until July 1.	PO	LBCMP, LBFDN, LB49R

5/30/2025

No additional encumbrances will be added to B L -06 582.72 0.72 3 Tm [3.36 T( B L 287.76 0  
6/2025



Due Date	Task	Contact Dept	Business Units
6/30/2025	Accounts Payable department is closed for year processing.	AP	LBCMP, LBF DN, LB49R
7/1/2025	Inventory as of June 30 for Facilities Management, Copier Program, Computer Center, Print Shop, and Health Center are due to General Accounting.	GA	LBCMP
7/8/2025	Deadline to submit all journal entries to clear deficit fund balances.	GA	LBF DN, LB49R
<div style="background-color: #cccccc; width: 80px; height: 20px; margin-bottom: 5px;"></div>	All requests for invoicing to be processed for the current fiscal year from Research Foundation are due to General Accounting.	GA	LBF DN