

Synopsis of Accounts Payable, Procurement and Travel Procurement
Fiscal Year-end Deadlines for 2022
(The current fiscal year ends June 30, 2022)

Deadline 2022	Activity	Department
Mon May 2	First day to submit BuyUSI transactions for the new fiscal year (FY23) beginning July 1, 2022. For any BuyUSI transaction entered and dated in current fiscal year (FY22), Procurement will analyze and assign the appropriate fiscal year date to allocate the transaction to the appropriate fiscal year.	Procurement
Wed Jun 15	Last day for purchasing card and travel card transactions posted by the bank to be charged to the current fiscal year. It depends on when the bank posts the charge, not when the transaction occurs. This would also include travel purchases through Travel Procurement.	Accounts Payable and Travel Procurement
Tue Jun 21	Last day to submit Chrome River Expense Reports for travel dates ending on or before June 15 to Accounts Payable. (This includes travel reimbursements and allocations of travel card transactions.) Last day to reconcile purchasing card transactions posted through June 15.	Accounts Payable Accounts Payable
Wed Jul 6	Last day to submit direct pay forms for goods and services received prior to June 30. Last day to submit payment notifications for bank withdrawals occurring through June 30.	Accounts Payable Accounts Payable

Notes:

- Accounting principles require the University to record expenses in the fiscal year when goods are received and/or services are rendered. Therefore, the date when an order is placed does not determine if the expense is charged to FY22 or FY23. Orders received by June 30, 2022 must be charged to FY22, and only orders received after June 30, 2022 may be charged to FY23. Factors such as budget availability, invoice receipt, or date of payment do not have an impact on the fiscal year in which an expense is recorded and compliance with these standards is reviewed by external auditors annually.
- Travel reimbursement requests that require additional documentation, correction or clarification may result in a payment on or after July 1, 2022.
- Please share this schedule with those in your department who are responsible for creating requisitions, preparing travel expense reports, submitting direct pay forms, or allocating purchasing card transactions.
- Please refer to the emails sent by each department for specific information. If you have additional questions, contact the appropriate department listed below:
 - [Accounts Payable](#) at 812-461-5422
 - [Procurement](#) at 812-464-1847
 - [Travel Procurement](#) at 812-465-1058