



End of Year Deadlines: May 2021

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4	5	6	7	8
		Purchase Requests: (Non-Catalog Item Requisitions) <ul style="list-style-type: none"> • Renewal of equipment rentals expiring August 31st. • Renewal of maintenance & software agreements expiring August 31st. • Purchase of items for \$25,000 or more requiring formal bids. • Capitalized equipment for current year order dates of 2021. (All funding sources including HEF & RDF) 				
9	10	11	12	13	14	15
16	17	18	19	20	21	22
	P-Card: <ul style="list-style-type: none"> • Concur Expense Reports due for April 03, 2021 – May 03, 2021 Posted Transactions. 					
23	24	25	26	27	28	29
30	31					



End of Year Deadlines: June 2021

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		Purchase Requests: (Non-Catalog Item Requisitions) Research & Development Fund (RDF) <ul style="list-style-type: none"> RDF Purchases must be encumbered with a P.O. by June 4th. 			Purchase Order: <ul style="list-style-type: none"> Issued for all FY 2021 Research & Development Funds. 	
6	7	8	9	10	11	12
13	14	P-Card: <ul style="list-style-type: none"> Expense Reports due for May 04, 2021 – June 03, 2021 Posted Transactions. 	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			



End of Year Deadlines: July 2021

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 Purchase Requests: Purchases of items more than \$5,001.00, but less than \$25,000 requiring Informal bids. (Non-Catalog Item Requisitions) <ul style="list-style-type: none">• Service Orders will take precedence.• Equipment orders submitted after this date may be delayed until after September 01, 2021.	2	3
4	5	6	7	8	9	10
11	12	13	14	15 P-Card: <ul style="list-style-type: none">• Concur Expense Reports due for June 04, 2021 – July 02, 2021 Posted Transactions.	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31



End of Year Deadlines: August 2021

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3 Purchase Requests: <ul style="list-style-type: none"> Purchase of all items on State or Cooperative Contracts that require a Non-Catalog Item Requisition. 	4	5	6	7
8	9	10	11	12	13	14
15	16 P-Card: <ul style="list-style-type: none"> Concur Expense Reports due for July 03, 2021 – August 03, 2021 Posted Transactions. Travel: <ul style="list-style-type: none"> Concur Expense Reports due for State Accounts. 	17 All Inter-Departmental Transfers	18	19	20	21
22	23	24 Travel: <ul style="list-style-type: none"> Concur Expense Reports due for Local Accounts. 	25	26	27	28
29	30	31				