

**GVSU Business & Finance  
Fiscal Year-End  
Important Dates and Deadlines**

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MAY						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	<b>22</b>	23
24	25	26	27	28	29	30
31						

JUNE						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	<b>15</b>	16	17	18	19	20
21	22	23	<b>24</b>	25	26	27
28	29	<b>30</b>				

<b>FISCAL YEAR 2008 - 2009: MAY &amp; JUNE</b>
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<b>May 18</b>	<b>Monday</b>	<b>Updated May e-Print reports available</b>
<b><u>MAY 22</u></b>	<b>Friday</b>	<b>LAST DAY to submit Travel &amp; Expense forms for travel completed before May 2009</b>
<b>May 25</b>	<b>Monday</b>	<b>Holiday Break</b>
<b>May 26</b>	<b>Tuesday</b>	<b>Updated e-Print reports available</b>
<b>June 1</b>	<b>Monday</b>	<b>Updated e-Print reports available</b>
<b>June 5</b>	<b>Friday</b>	<b>May month-end close</b>
<b>June 8</b>	<b>Monday</b>	<b>May e-Print reports available</b>
<b>June 15</b>	<b>Monday</b>	<b>Updated e-Print reports available</b>
<b><u>JUNE 15</u></b>	<b>Monday</b>	<b>LAST DAY to submit Travel &amp; Expense forms for travel completed before June 2009 LAST DAY to submit IDCs for transactions completed before June 2009 Submit requisitions for standing order renewals for 2009 - 2010</b>
<b>June 22</b>	<b>Monday</b>	<b>Updated e-Print reports available</b>
<b>June 29</b>	<b>Monday</b>	<b>Updated e-Print reports available</b>
<b><u>JUNE 30</u></b>	<b>Tuesday</b>	<b>LAST DAY to submit requisitions for 2008 - 2009 <i>(Only reqs processed and approved by dept by Jun 30 will be included in 2008-09)</i></b>

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JUNE						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

JULY						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

**FISCAL YEAR 2008 - 2009: JULY**

- July 3**      **Friday**      **Holiday Break**
- JULY 7**      **Tuesday**      **LAST DAY to submit Travel & Expense forms for travel completed during June 2009**  
**LAST DAY to submit IDCs for transactions completed during June 2009**  
**Submit any remaining 2008 - 2009 invoices to Accounting**
- JULY 10**      **Friday**      **LAST DAY to submit 2008 - 2009 labor redistributions**
- JULY 10**      **FRIDAY**      **FIRST CLOSE (Period 12 on Banner Self-Service)**  
*a) All salary/wage expenses complete and posted on Banner*  
*b) All purchasing card expenses complete and posted on Banner*
- July 13**      **Monday**      **FIRST CLOSE e-PRINT REPORTS AVAILABLE**
- JULY 14**      **Tuesday**      **LAST DAY to submit corrective and clean-up entries to Accounting**
- JULY 15**      **WEDNESDAY**      **SECOND CLOSE (Period 12 on Banner Self-Service)**  
*a) All indirect costs for grant activity complete and posted on Banner*
- July 16**      **Thursday**      **SECOND CLOSE e-PRINT REPORTS AVAILABLE**

**FISCAL YEAR 2009 - 2010**

**July 1**      **Wednesday**      **All new purchases made on or after July 1 will be included in the 2009 - 2010 fiscal year**  
*(Includes Office Depot and P-Card purchases)*

**Note: If you are paying a 2009 - 2010 expense prior to June 30 that is greater than \$ 5,000 it will be charged to the 2009 - 2010 budget and will appear on the July e-Print report.**

**Week of July 20**      **Fiscal Year 2009 - 2010 budgets will be loaded on Banner**

**By July Month-End Close**      **Ending balances from 2008 - 2009 will be loaded on Banner (non general-fund)**

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