

June 2003						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
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 2003						
		1	2	3	4	5
6	7	8	9	10	11	12

University of Maryland Office of the Comptroller

Fiscal Year 2003 Closing Schedule

Deadline	Description
4:30 pm, Wednesday JUNE 4	Payroll Check Cancellations Payroll checks returned for cancellation are due in the Comptroller's Office, 4113 Chesapeake Building. Contact Diane Taylor on extension 5-2586 with any questions.
4:30 pm, Friday JUNE 13	General Stores - Grainger All General Stores orders for Grainger which are placed by close of business on this date, and are not on back order, will be charged to FY 2003 funds. Contact Larry Walton on extension 5-5855 with any questions.
4:30 pm, Friday JUNE 13	Non-Payroll Check Cancellations Non-payroll checks returned for cancellation are due in Accounts Payable, 3101 Chesapeake Building. Contact Chenise Patterson on extension 5-2634 with any questions.
4:30 pm, Wednesday JUNE 18	General Stores - Boise All General Stores orders for Boise which are placed by close of business on this date, and are not on back order, will be charged to FY 2003 funds. Contact Larry Walton on extension 5-5855 with any questions.
4:30 pm, Thursday JUNE 19	Purchase Orders All Requisitions/Purchase Orders for inclusion in the FY 2003 FRS database must be submitted to Procurement & Supply, 2113 Chesapeake Building. Contact Jim Haley on extension 5-5837 with any questions.
Midnight, Thursday JUNE 19	Electronic Forms (ELF) Travel Management Program ELF employee and non-payroll Travel Expense Statements must be approved by midnight on Thursday, June 19. Contact Joyce Apperson on extension 5-0607 with any questions.

Deadline	Description
<p>4:30 pm, Friday JUNE 20</p>	<p>ELF Budget Amendments (BAs) All ELF Budget amendments must be received by the 'BFA' ELF group by this time to be recorded in FY 2003. Contact John Blair on extension 5-5631 with any questions.</p>
<p>4:30 pm, Friday JUNE 20</p>	<p>Non-Payroll Hard-Copy Travel Expense Statements Non-payroll hard-copy Travel Expense Statements are due to Accounts Payable, 3101 Chesapeake Building. Contact Chenise Patterson on extension 5-2634 with any questions.</p>
<p>4:30 pm, Friday JUNE 20</p>	<p>Terrapin Trader & General Stores Other Than Boise and Grainger All purchases from Terrapin Trader or orders placed with General Stores (other than Boise and Grainger) for stocked items and are not on back-order, will be charged to FY 2003 funds. Contact Larry Walton on extension 5-5855 with any questions.</p>
<p>4:30 pm, Friday JUNE 20</p>	<p>Open Commitment Cancellations Encumbrances must be reviewed and requests for cancellation received by this date. Requests for cancellation of invalid travel encumbrances must be submitted to General Accounting either by mail: 4113 Chesapeake Building, or by fax: 5-2736. All other encumbrance cancellations must be submitted to Procurement & Supply, 2113R Chesapeake Building. Contact Diane Taylor on extension 5-2586 with any questions.</p>
<p>4:30 pm, Friday JUNE 20</p>	<p>Vendor Invoices Vendor invoices and receiving confirmations must be delivered to Accounts Payable, 3101 Chesapeake Building, in order to be recorded as expenditures by June 30. Additional expenditures for goods and services received by June 30 may be recorded in FY 2003 upon request if material in amount and substantiated by invoices and receiving reports. Requests for expenditure accruals must be submitted to Chenise Patterson, by Monday, July 7. Accrued expenditures will be recorded in FY 2003 FRS by July 11. Contact Chenise Patterson on extension 5-2634 with any questions.</p>
<p>4:30 pm, Monday JUNE 23</p>	<p>Working Fund Disbursements Working Fund checks issued up to and including this day will be recorded as expenditures for FY 2003. Contact Diane Taylor on extension 5-2586 with any questions.</p>
<p>4:30 pm, Tuesday JUNE 24</p>	<p>Central Billing All invoices and cancellations are due to Central Billing for inclusion in the FY 2003 FRS database. Contact Amy Mandelblatt on extension 5-9027 with any questions.</p>

Deadline	Description
5:00 pm, Wednesday June 25	Travel Card Management System Reallocation All travel card allocations must be completed on the Travel Web Site by 5:00 pm on Wednesday, June 25. Contact Joyce Apperson on extension 5-0607 with any questions.
4:30 pm, Thursday JUNE 26	Procurement Card All procurement card allocations for the statement-billing period ending 06/25/03 must be completed on the Procurement Card Web Site by 4:30 pm on Thursday, June 26. Contact Chenise Patterson on extension 5-2634 with any questions.
4:30 pm, Thursday JUNE 26	Bursar's Office Distributes FY 03 Credit Card Revenue This is the last day for the Bursar's Office to distribute FY 2003 credit card revenue. All subsequent credit card revenue will be recorded in FY 2004. Contact Angela Ryan on extension 5-9008 with any questions.
4:30 pm, Thursday JUNE 26	ELF Procurement Forms (SMs & MCs) All ELF SMs & MCs must be received by the 'Accounts Payable' ELF group to be recorded as an FY 2003 encumbrance. Contact Chenise Patterson on extension 5-2634 with any questions.
4:30 pm, Friday JUNE 27	Automated "Feeder" Systems Final Input to FRS All automated billing/posting systems must be run, corrected by the user department, and released in a "clean" state to the FRS system. Systems not meeting this cut-off date should be batch-dated July 1; FY=04 and assigned the first batch number of FY 2004. Contact Diane Taylor on extension 5-2586 with any questions.
4:30 pm, Friday JUNE 27	ELF Financial Forms (JVs & PTs) All ELF JVs & PTs must be received by this date to be included in the June 30 closing. Transfers for Ledgers 4 & 5 must be submitted to the Office of Contract and Grant Accounting ('OCGA' ELF group). Contact Helena Moynahan on extension 5-2615 with any questions. All other JVs & PTs must be submitted to the 'General Accounting' ELF group. Contact Diane Taylor on extension 5-2586 with any questions.
Noon, Monday JUNE 30	Cash Receipts to Bursar All cash receipts received on or before Friday, June 27, must be delivered to the Cashier's Office, 1115 Lee Building. Contact Tina Dowd on extension 5-9015 with any questions.
Monday JULY 7	June 30 Account Information Available on FRS Web FRS account information will be available. Contact Danny Catalano on extension 5-2591 with any questions.