

The Office of Fiscal Services strives to provide the most timely customer service possible. Based on historical experience, the timeline for several key processes have been identified. In order to complete the respective processes by year-end and have a successful close of the fiscal year, dates are provided by which the action should be initiated. If your department has internal deadlines earlier than those below, please adhere to your college/department’s fiscal, grant or business manager’s deadlines.

DATE	ACTION
<p>11/30/21, Tuesday Facilities Services</p>	<ul style="list-style-type: none"> • Construction Requests for Projects requiring architectural design, engineering, and/or significant renovations and to be considered for construction completion by fall semester of 2022 regardless of funding source. • Project Planning/Construction Request – Online request forms must be submitted and fully approved) by the due date. Based upon the extent of the project, additional committee approvals may be required. Facilities Services (FS) requires advanced planning in order to accommodate all requests. • Please access the online form here.
<p>12/15/21, Wednesday Procurement</p>	<ul style="list-style-type: none"> • Requests for Proposals (RFPs), <u>including One-Time funded projects.</u> <ul style="list-style-type: none"> ○ <i>Please note that the average processing time for RFP scope development to contract award, is seven months. For RFPs that cover university-wide services, or are used by multiple departments, more time is needed. This process can take up to a year.</i>
<p>2/21/22, Monday Procurement</p>	<ul style="list-style-type: none"> • \$250,000 or more* • Technology Purchases of \$250,000 or more require both UITS and USG/ITS approval.
<p>3/11/22, Friday Fleet and Auto Shop</p>	<ul style="list-style-type: none"> • Deadline for new vehicle requests.
<p>3/28/22, Monday Facilities Services</p>	<ul style="list-style-type: none"> • Maintenance and Repair projects, i.e., moving, painting, flooring, ceiling tile replacement, new or replacement furniture (where room is not reoriented, and additional electrical, data, lighting or HVAC is not required or part of this furniture purchase), where University or Statewide contracts will be used.
<p>3/28/22, Monday Procurement</p>	<ul style="list-style-type: none"> • \$100,000 to \$249,999.99* • Request for Quotes, any dollar value, including One-Time Funded projects.
<p>4/1/22, Friday Budget</p>	<ul style="list-style-type: none"> • Last day to submit Permanent Budget Amendments. Please email them to budget@kennesaw.edu.

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4/8/22, Friday Procurement	<ul style="list-style-type: none"> • \$25,000 to \$99,999.99*
4/29/22, Friday Travel and Accounts Payable	<ul style="list-style-type: none"> • Travel Requests (fully approved) for trip end date through 6/11/22 or prior. • Invoices dated 4/29/22 and prior.
5/13/22, Friday Contract Compliance	<ul style="list-style-type: none"> • Contracts for funds to be encumbered with FY22 funds must be submitted to the Contracts Compliance office.
5/20/22, Friday Procurement Vendor Registration	<ul style="list-style-type: none"> • \$24,999.99 or less* • <u>Sole Source or Consortium, including One-Time funded projects.</u> • New purchases after this date will be for One-Time funded projects only, not college or department operating budgets. • FY 22 supplier packets due to KSU Vendor Registration. This allows the supplier packets processed by the University System of Georgia to meet the fiscal year-end deadline for any requisitions issued to new suppliers. <ul style="list-style-type: none"> ○ <i>Please note that we will still accept packets submitted after this date, but the packets are not guaranteed to be fully processed in time to meet the year-end deadlines.</i>
6/1/22, Wednesday 8:00 AM P-Card	<ul style="list-style-type: none"> • All P-Card transactions that post for the May 2022 cycle (4/28/22 – 5/27/22) will be swept from the Works System.
6/3/22, Friday 4:00 PM Travel and Accounts Payable	<ul style="list-style-type: none"> • Travel Expense Reports (fully approved) for trip end dates through 5/31/22 or prior. • Payment Requests and Invoices** dated through 5/31/22.
6/10/22, Friday 4:00 PM Payroll	<p>Payroll Special Pay Request (SPARS) for Bi-Weekly employees must be submitted to Payroll Services by 4:00 P.M. on 6/10/22. This would allow Human Resources (2) days to approve.</p>
6/10/22, Friday 4:00 PM P-Card	<ul style="list-style-type: none"> • P-Card statements for the May 2022 cycle are due in the Office of Procurement

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6/11/22, Saturday 4:00 PM P-Card Procurement	<ul style="list-style-type: none"> ● P-Card –The <u>recommended, but not required</u> date to cease usage is 6/11/2022 to ensure sufficient time is allotted for transactions in a “bank authorized charge” status to post to Works by 6/30/22 for FY22. <ul style="list-style-type: none"> ○ <i>Transactions made after 6/11/22 may not have sufficient time to post as an authorized charge by 6/30/22.</i> ○ <i>Transactions that post in Works after 6/30/22 will be applied to FY23 funds.</i> ● One-time funded acquisitions – Exempt purchases where contract/quote terms must be negotiated.*
6/13/22, Monday 1:00 PM Payroll	<ul style="list-style-type: none"> ● Bi-Weekly eTime Approval
6/17/22, Friday 2:00 PM Travel and Accounts Payable	<ul style="list-style-type: none"> ● Travel Expense Reports (fully approved) for trip end date 6/01/22 through 06/15/22. Every attempt will be made to expense travel reports for trip end dates after Tuesday 6/15/22 in FY22. However, based on the date the travel expense is fully approved, this cannot be guaranteed. ● Payment Requests and Invoices** dated through 6/17/22. ● Corrective/Adjustment Voucher Forms
06/21/22, Tuesday 4:00 PM Payroll Procurement	<ul style="list-style-type: none"> ● Special Pay Request (SPARS) for Monthly (Exempt) employees must be submitted to Payroll Services by 4:00 P.M. on 6/21/22. This would allow Human Resources (2) days to approve. ● Monthly eTime and Absence Approval. ● One-Time funded acquisitions from State, University or Intergovernmental Sources.**
6/28/22, Tuesday 4:00 PM Travel, Accounts Payable and P-Card	<ul style="list-style-type: none"> ● Travel Expense Reports (fully approved) for trip end date 6/16/22 through 6/25/22 may be paid in FY22 and charged to your department’s FY22 budget. The final day for processing of Concur reports will be 6/29/22. <u>Any Travel Expense Reports not processed in FY22 will be expensed in FY23.</u> ● Payment Requests and Invoices** dated through 6/24/22. ● All P-Card transactions that post for the June 2022 cycle (5/28/22 – 6/28/22) must be allocated and signed off in Works or the charges will post to the default chart string. <ul style="list-style-type: none"> ○ <i>Transactions made after 6/11/22 may not have sufficient time to post as an authorized charge by 6/30/22.</i> ○ <i>Transactions that post in Works after 6/30/22 will be applied to FY23 funds.</i>

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6/30/22, Thursday 11:00 AM Accounts Payable 2:00 PM Bursar	<ul style="list-style-type: none"> • Payment Requests & Invoices** (fully approved) dated through 6/30/22. • Cash Receipts. Banner will be shut down after this time to allow for close-off and accounting for all fiscal year revenue.
7/1/22, Friday 11:00 AM P-Card	<ul style="list-style-type: none"> • All P-Card transactions dated 6/30/2022 will be swept from the Works system at this time. <ul style="list-style-type: none"> ○ <i>Be advised that some transactions made after 6/11/22 may not have sufficient time to post as an authorized charge by 6/30/22.</i> ○ <i>Transactions that post in Works after 6/30/22 will be applied to FY23 funds.</i>
7/5/22, Tuesday 4:00 PM General Ledger / Financial Reporting	<ul style="list-style-type: none"> • Year End Corrective Journal Entries
7/8/22, Friday 4:00 PM P-Card	<ul style="list-style-type: none"> • P-Card Statements for the June 2022 cycle are due to the Office of Procurement. <ul style="list-style-type: none"> ○ <i>Transactions that post in Works after 6/30/22 will be applied to FY23 funds.</i>
7/12/22, Tuesday 4:00 PM Budget	<ul style="list-style-type: none"> • FY22 Fourth Quarter Budget Amendments Due

*Procurement dates are based on submission of fully Approved e-Pro Requisition with specifications/requirements for bidding (Request for Proposal or Quote process, approved Sole Source justification).

** Invoices tied to a purchase order must be [received in ePro](#). Purchase Orders are encumbrances, which means that invoices charged to a purchase order are paid from the fiscal year the purchase order was created. For example, an Invoice received on 1/8/22 for a purchase order created on 6/28/21 will be charged to FY21 not the current fiscal year.