

The Office of Fiscal Services strives to provide well-timed customer service to our stakeholders. To complete fiscal service transactions and their respective processes by year-end and to have a successful close of the fiscal year, dates are provided by which the action should be initiated or completed.

Please Note: 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
11/14/23, Tuesday Facilities Services	<ul style="list-style-type: none"> • Construction Requests for small to medium sized projects (less than \$250k) requiring architectural design, engineering, and/or significant renovations, that are targeting encumbrance by the end of this fiscal year 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.
12/5/23, Tuesday Procurement	<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, additional time is needed. This process can take up to one year.</i>
12/15/23, Friday 5:00PM Budget	<ul style="list-style-type: none"> • Last day to submit 2nd Quarter Budget Amendments
1/12/24, Friday 5:00 PM Budget	<ul style="list-style-type: none"> • Second Quarter Department Sweep
2/20/24, Tuesday Procurement	<ul style="list-style-type: none"> • Purchase of \$250,000 or more requiring a formal solicitation, i.e., Request for Quote (RFQ), Sole Source, Consortia, and • Technology Purchases of \$250,000 or more require both UITS and USG/ITS approval.
2/27/24, Tuesday Fleet and Auto Shop	<ul style="list-style-type: none"> • Deadline for new vehicle requests.

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3/15/24, Friday Budget	<ul style="list-style-type: none"> • Last day to submit 3rd Quarter Budget Amendments. • Last day to submit Permanent Budget Amendments. Please email them to budget@kennesaw.edu.
3/19/24, Tuesday Facilities Services	<ul style="list-style-type: none"> • Maintenance and Repair projects, i.e., moving, painting, flooring, ceiling tile replacement, where University or Statewide contracts will be used. • 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.
3/19/24, Tuesday Procurement	<ul style="list-style-type: none"> • \$100,000 to \$249,999.99 requiring a formal solicitation, i.e., RFQ, Sole Source, Consortia, including One-Time Funded projects.
4/2/24, Tuesday Procurement	<ul style="list-style-type: none"> • \$25,000 to \$99,999.99 requiring a formal solicitation, i.e., RFQ, Sole Source, Consortia, including One-Time Funded projects. • Last day for one-time funding requests - \$25,000 or more.
4/5/24, Friday Budget	<ul style="list-style-type: none"> • Third Quarter Department Sweeps
4/23/24, Tuesday Travel and Accounts Payable	<ul style="list-style-type: none"> • Travel Requests (fully approved) for trip end date through 6/11/24 or prior. • Invoices dated 4/25/24 and prior.
5/2/24, Thursday Budget	<ul style="list-style-type: none"> • Last day to submit requests for One-Time Funding
5/2/24, Thursday Procurement Vendor Registration	<ul style="list-style-type: none"> • \$24,999.99 or less • New purchases after this date will be for One-Time funded projects only, <i>not college or department operating budgets</i>. • FY 24 SHARE supplier requests due to KSU Vendor Registration. This allows the supplier requests processed by the University System of Georgia to meet the fiscal year-end deadline for any requisitions issued to new suppliers. • <i>Please note that we will still accept requests submitted after this date, but the request is not guaranteed to be fully processed in time to meet the year-end deadlines.</i>

DATE	ACTION
05/17/24, Friday Contract Management System	<ul style="list-style-type: none"> • Last day to submit new FY24 contracts in CMS that need review and approval. • Fully executed pre-approved contract templates and FY25 contracts should continue to be submitted.
6/3/24, Monday P-Card	<ul style="list-style-type: none"> • All P-Card transactions that post for the May 2024 cycle (4/28/24 – 5/27/24) will be swept from the Works System.
TBD by USG* Procurement	<ul style="list-style-type: none"> • Final day for submitting ePro requisitions and Marketplace orders. eProcurement and Marketplace will close at 7:00 AM on the date determined by USG. It is recommended that all Marketplace orders be submitted no later than the close of business on 05/31/24, to ensure adequate time for approvals.
6/4/24, Tuesday 4:00 PM Travel and Accounts Payable	<ul style="list-style-type: none"> • Travel Expense Reports (fully approved) for trip end dates through 5/31/24 or prior. • Payment Requests and Invoices** dated through 5/31/24.
6/7/24, Friday 4:00 PM P-Card	<ul style="list-style-type: none"> • P-Card –The <u>recommended, but not required</u> date to cease usage is 6/7/2024 to ensure sufficient time is allotted for transactions in a “bank authorized charge” status to post to Works by 6/30/24 for FY24. <ul style="list-style-type: none"> ○ <i>Transactions made after 6/7/24 may not have sufficient time to post as an authorized charge by 6/30/24.</i> ○ <i>Transactions that post in Works after 6/30/24 will be applied to FY25 funds.</i>
6/10/24, Monday 4:00 PM P-Card	<ul style="list-style-type: none"> • P-Card statements for the May 2024 cycle are due in the Office of Procurement
6/11/24, Tuesday 2:00 PM Travel and Accounts Payable	<ul style="list-style-type: none"> • Travel Expense Reports (fully approved) for trip end date 6/02/24 through 06/10/24. Every attempt will be made to expense travel reports for trip end dates after Tuesday 6/11/24 in FY24. However, based on the date the travel expense is fully approved, this cannot be guaranteed. • Payment Requests and Invoices** dated through 6/11/24. • Voucher Corrective/Adjustment Forms

DATE	ACTION
06/12/24, Tuesday 5:00 PM Payroll	<ul style="list-style-type: none"> Special Pay Request (SPARS) for Monthly (Exempt) employees must be submitted to Payroll Services by 5:00 PM on 6/12/24.
06/14/24, Friday 5:00PM Budget	<ul style="list-style-type: none"> Last day for requisitions to be submitted for One-Time Funding Last day to submit 4th Quarter Budget Amendments Last day to submit payroll reallocations
06/14/24, Friday 5:00 PM Payroll	<ul style="list-style-type: none"> Monthly Time and Absence Approval.
06/17/24, Monday 5:00 PM Budget	<ul style="list-style-type: none"> End of Year Clean Up Sweep
6/17/24, Friday 5:00 PM Payroll	<ul style="list-style-type: none"> Payroll Special Pay Request (SPARS) for Bi-Weekly employees must be submitted to Payroll Services by 5:00 PM on <u>6/17/24</u>.
6/24/24, Monday 10:00 AM Payroll	<ul style="list-style-type: none"> Bi-Weekly Approval
6/24/24, Monday 5:00 PM Vendor Registration	<ul style="list-style-type: none"> FY24 4300B supplier requests due to KSU Vendor Registration. This allows the supplier requests to be processed by KSU Vendor Registration to meet fiscal year-end deadline for payments to new 4300B suppliers. <i>Please note that we will still accept requests submitted after this date, but the requests are not guaranteed to be fully processed in time to meet the year-end deadline.</i>
6/27/24, Thursday 4:00 PM Travel and Accounts Payable	<ul style="list-style-type: none"> Travel Expense Reports (fully approved) for trip end date 6/17/24 through 6/25/24 may be paid in FY24 and charged to your department's FY24 budget. The final day for processing of Concur reports will be 6/27/24. <u>Any Travel Expense Reports not processed in FY24 will be expensed in FY25.</u> Payment Requests and Invoices** dated through 6/27/24. The final day for processing of Payment Requests will be 6/27/24.
6/28/24, Friday 2:00 PM Bursar	<ul style="list-style-type: none"> Cash Receipts. Banner will be shut down after this time to allow for close-off and accounting for all fiscal year revenue.

DATE	ACTION
6/28/24, Friday 11:00 AM P-Card	<ul style="list-style-type: none"> • All P-Card transactions that post for the June 2024 cycle (5/28/24 – 6/27/24) 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 6/07/24 may not have sufficient time to post as an authorized charge by 6/30/24.</i> ○ All P-Card transactions dated 6/28/24 – 6/30/24 must be allocated or the charges will post to the default chart string.
7/1/24, Monday Budget P-Card	<ul style="list-style-type: none"> • SAS Reports will include new fiscal year. • All P-Card transactions dated 5/28/24 – 6/27/24 will be swept from WORKS. • All P-Card transactions dated 6/28/24-6/30/24 will be swept from the Works system at this time.
7/8/24, Monday 4:00 PM General Ledger / Financial Reporting	<ul style="list-style-type: none"> • Year End Closing Journal Entries
7/9/24, Tuesday 4:00 PM Budget	<ul style="list-style-type: none"> • FY24 Fourth Quarter Budget Amendments Due
7/10/24, Wednesday 4:00 PM P-Card	<ul style="list-style-type: none"> • P-Card Statements for the June 2024 cycle are due to the Office of Procurement. <ul style="list-style-type: none"> ○ <i>Transactions that post in Works after 6/30/24 will be applied to FY25 funds.</i>

*Purchases of any dollar value from existing state or university contracts and intergovernmental purchases (i.e., BOR or GTA) may be processed until ePro is closed by the University System of Georgia (ITS) for the fiscal year-end.

** 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, Invoice received on 1/8/24 for a purchase order created on 6/28/23 will be charged to FY23, not the current fiscal year.