



Business Services Center

A Division of the Office of General Services

Calendar

February 5

- Submit 3rd quarter Fringe Benefit/Indirect Cost bills

February 28

- Request any Accounts Payable JVs to be processed to fix coding

February 29

- Request increases to lease purchase orders needed to pay April rent in March

March 14

- Submit Accounts Payable transactions (invoices, interagency bills, NET invoices, refunds of appropriation)
- Reconciliations of purchasing card transactions in SFS for the March 6th statement

March 17

- Any transaction processed by BSC Purchasing requiring OSC approval

March 18

- Submit travel expense reports to the BSC

March 21

- Revenue deposits related to billings and refunds of appropriation

March 22

- Submit requisitions for processing of a purchase order before year end

March 24

- Last day to submit Refund of appropriation vouchers in SFS

March 29

- Last day for the BSC to submit online expense reports and online voucher transaction in SFS (5pm) to ensure OSC approval and payment on or before 3/30

March 30

- Last day to fund any payments not being paid due to insufficient cash
- Last scheduled payment date for vouchers charging federal funds to ensure reimbursement funds are received by 3/31/16
- Last day to submit online Refunds of Appropriation (AC1286-S) to OSC
- Last day to submit online Revenue transactions to OSC
- Last day to submit AC909-S documents to ensure processing and approval by March 31, 2016
- SFS closes to state agencies at 3pm

March 30 on

- Agencies continue to review and approve invoices in FileNet

April 4

- Updated Template voucher spreadsheet due back to the BSC

April 11

- Anticipated date for SFS to resume operations