



## Year-End Timeline

### February 2015

Date/Deadline	Activity
February 2	<ul style="list-style-type: none"> <li>• Submit requisitions for agency let procurements that require OSC approval</li> </ul>
February 6	<ul style="list-style-type: none"> <li>• Submit 3<sup>rd</sup> quarter Fringe Benefit/Indirect Cost bills</li> </ul>
February 28	<ul style="list-style-type: none"> <li>• Request any Accounts Payable JVs to be processed to fix coding</li> </ul>

### March 2015

Date/Deadline	Activity
March 1	<ul style="list-style-type: none"> <li>• Request increases to lease purchase orders needed to pay April rent in March</li> </ul>
March 13	<ul style="list-style-type: none"> <li>• Submit complete requisitions for processing of a purchase order before year-end</li> <li>• Submit travel expense reports to the BSC</li> <li>• Accounts payable transactions must be submitted by March 13, 2015 to ensure processing by April 1, 2015, including:               <ul style="list-style-type: none"> <li>○ Invoices that include approvals to pay and any required information to create a voucher in SFS</li> <li>○ Interagency Bills</li> <li>○ NET Invoices</li> <li>○ Refunds of Appropriation</li> </ul> </li> <li>• Reconciliations of purchasing card transactions in SFS for the March 6, 2015 statement</li> </ul>
March 17	<ul style="list-style-type: none"> <li>• BSC will notify all agencies of any procurement card reconciliation vouchers with budget errors</li> </ul>
March 20	<ul style="list-style-type: none"> <li>• Revenue deposits related to billings and refunds of appropriation</li> </ul>
March 24	<ul style="list-style-type: none"> <li>• Submit Refund of Appropriation vouchers in SFS</li> <li>• Submit online contracts and POs</li> <li>• Provide updates to budget errors on procurement card reconciliation vouchers</li> </ul>

March 26	<ul style="list-style-type: none"> <li>• Last day for the BSC to submit expense reports and voucher transaction in SFS (5:00 p.m.) to ensure OSC approval and payment on or before 3/27</li> <li>• Last day to fund any payments not being paid due to insufficient cash</li> </ul>
March 26	<ul style="list-style-type: none"> <li>• Last scheduled payment date for vouchers charging federal funds to ensure reimbursement funds are received by 3/31/15</li> </ul>
March 27	<ul style="list-style-type: none"> <li>• Last day to submit online Refunds of Appropriation (AC1286-S) to OSC</li> <li>• Last day to submit online Revenue transactions to OSC</li> <li>• Last day to submit AC909-S documents to ensure processing and approval by March 31, 2015</li> <li>• SFS closes to state agencies at 3:00 p.m.</li> </ul>
March 28 – on	<ul style="list-style-type: none"> <li>• Agencies continue to review and approve invoices in FileNet</li> </ul>

### April 2015

Date/Deadline	Activity
April 3	<ul style="list-style-type: none"> <li>• Updated template voucher spreadsheet due back to the BSC</li> </ul>
April 18 (estimated)	<ul style="list-style-type: none"> <li>• Anticipated date for SFS to resume operations</li> </ul>