

Hello! It is that time of year again (Year-End). Please remember that the last working day of this fiscal year is coming up quickly (Friday, June 30). Please see the announcements below concerning year-end. We truly appreciate your understanding during our year-end processing.

For **all** Winthrop funds/accounts, to ensure expenses are paid and reported in the proper fiscal year, please note the following:

- June 30, 2024 – last day for receiving goods/items related to 2023-2024.
- All services completed and goods/items received on campus **on or before June 30, 2024** **must** be paid from CURRENT year (2023-2024) budgets.
- All services completed and goods/items received on campus **after June 30, 2024** **must** be paid from NEXT year (2024-2025) budgets.
- All payment process reports **must** be dated with the date on which the items are *received* on campus or the date the *work was completed*.

For all remaining fiscal year 2023-2024 payment reports, invoices for PO's, check request vouchers, and authorized travel reimbursement requests, please forward to the Accounts Payable (AP) Office in 125 Tillman Hall by the dates listed below:

<u>Date Travel/Services Completed and Goods/Items Received by:</u>	<u>Travel Reimbursement Requests and Receiving Reports in AP Office by 12:00 p.m. on:</u>
June 1 st thru June 11 th	Friday, June 14 th
June 12 th thru June 18 th	Friday, June 21 st
June 19 th - June 30 th	Friday, July 5 th

July 12, 2024 will be the **final day** that the Accounts Payable Office will process payments **for fiscal year 2023-2024**. A/P documents received after July 12, 2024 will be paid from NEXT year 2024-2025 budgets.

New Year Purchase Orders for 2024-2025 - The Purchasing Department will send notification when you may start using Purchase Requisitions (PRs) for the new fiscal year. **Please do not enter PRs for 2024-2025 at this time.**

Should you have any questions, please feel free to contact me at lesslien@winthrop.edu or Tracy Hildreth, Controller, at hildrethtl@winthrop.edu

Thank you ALL for your help during this time.