

Business Services

Key Fiscal Year 24 Cut Off Dates



PURCHASING

June 7th – last day to enter a requisition for fiscal year 2024 (FY24) with appropriate

documentation to allow conversion to PO.

June 27th - last day for goods and services to be received to allow for charging against FY24 Budget lines.

NOTE: Open FY24 purchase orders do NOT carry forward into FY25 unless they relate to Capital Projects or Grants. Units should notify Purchasing to close any purchase orders not needed immediately.

Key Contact - Please contact Heather Gallagher, Director of Procurement with any questions relating to Purchasing (hgallag2@ramapo.edu).

PROCUREMENT CARD

June 17th – this is the last day for P-card transactions posted to Bank of America's WORKS system to be charged against FY24 Budget lines.

NOTE: Goods and services not received prior to June 30, 2024 WILL NOT be charged to FY24, but rather will come out of your FY25 Budget. Proof of delivery must be indicated and attached to transaction in works.

Key Contact - Please contact Andrea Sappleton, Assistant Director Purchasing with any questions relating to P-Cards (asapplet@ramapo.edu).

ACCOUNTS PAYABLE

June 27th – last day for goods and services to be received to allow for charging against FY24 Budget lines. To close open travel encumbrances the Unit should notify Accounts Payable.

July 15th – last day for invoices pertaining to FY24 goods and services that were received by June 30th to be sent **ELECTRONICALLY** to Accounts Payable for charging against FY24 Budget lines.

Key Contact - Please contact Odailin Dume, A/P Accounting Associate with any questions relating to Accounts Payable (accountspayable@ramapo.edu).

FISCAL YEAR 2025

July 1st – On Monday, July 1, 2024, the Banner Finance system will open for processing FY25 activity.

Key Contact - Please contact Glenn Hodgins, Assistant Controller with any questions related to general accounting (ghodgins@ramapo.edu).