

**To: WPU Community**  
**From: Purchasing Office and the Office of the Controller**  
**Re: Important Dates for Financial Transacting**  
**Date: May 4, 2022**

To ensure inclusion in FY 2022 budgets, actions must be completed by the following dates:

## Important Fiscal Year-End Deadlines

Action		Contact	2022 Due Date
<b><u>Purchasing</u></b>			
1.	<ul style="list-style-type: none"> <li>° Last day to enter requisitions in Banner for FY22</li> </ul>	Steve Sondey X2862	Tuesday, June 7
2.	<ul style="list-style-type: none"> <li>° Last day to place online orders with WB Mason for FY 22 budgets</li> </ul> <p><i>WB Mason orders that are on back-order and not delivered by June 30 will be cancelled.</i></p>	Steve Sondey 2862	Tuesday, June 7
3.	<ul style="list-style-type: none"> <li>° Last day for all FY22 requisition approvals ( <i>Unapproved requisitions after this date will be cancelled</i>)</li> </ul> <p><i>Requests for exceptions to enter Banner requisitions outside of this timeline may be emailed to: Stephen Sondey at <a href="mailto:sondeys@wpunj.edu">sondeys@wpunj.edu</a>. Please include reason for the exception, purchase amount, and scheduled delivery date.</i></p>	Steve Sondey X2862	Thursday, June 9
4.	<ul style="list-style-type: none"> <li>° Last day for p-card transactions that will be charged to FY22 budgets</li> </ul>	Jacqui Bunch X2846	Thursday, June 30
	<ul style="list-style-type: none"> <li>° Last day to allocate p-card transactions that will be charged to FY22 budgets</li> </ul>	Jacqui Bunch X2846	Tuesday, July 5
<b><u>Accounts Payable</u></b>			
5.	<ul style="list-style-type: none"> <li>° Submit to AP for payment (<i>for inclusion against FY22 budgets</i>):               <ul style="list-style-type: none"> <li>- Invoices</li> <li>- Voucher payment forms</li> <li>- Travel expense vouchers</li> </ul> </li> </ul>	Alene Ortiz X2868 Travel: Donna McNerney x 2107	Wednesday, July 6 Travel Thursday July 7
6.	<ul style="list-style-type: none"> <li>° <b><i>IMPORTANT: goods/services must be received by June 30, with the related shipping date no later than June 30, in order to be included against FY22 budgets</i></b></li> <li>° <b><i>Note: in the absence of shipping date, packing slip will be required</i></b></li> </ul>	Questions: Glenda Jara X2845	Wenesday, July 6
<b><u>6Student Accounts</u></b>			
7.	<ul style="list-style-type: none"> <li>° Bank deposits of non-student cash receipts</li> </ul>	Sandra Bembry X3602	Tuesday, June 21

# Additional Information

## Accounts Payable

- All FY 2022 invoices, voucher payment forms and travel expense vouchers:
  - All invoices for goods or services received on 6/30/2022 or prior **MUST BE SUBMITTED**.
  - The FOAP should be indicated in cases where there is no encumbrance (PO or travel encumbrance) or money remaining in the budget. NO EXCEPTIONS, please.
  - A packing slip will be required for goods received by 6/30/22 when the invoice does not provide a shipping date.
  - Submission due date is **Wednesday JULY 6**.
- The deadline is necessary to ensure expenses are charged to your FY2022 budget, as well as ensuring accuracy of the university's external reporting and allowing us to meet audit deadlines.

## Purchasing

- **Fiscal Year 2022 Requisitions for all funds**
  - Requisition capabilities will be removed at the close of business on **TUESDAY, JUNE 7** for all funds.
  - Exceptions to enter requisitions after the close will only be available for: 1) emergencies, 2) summer session classroom instruction needs, and 3) grant purchases. Requests for exceptions must be emailed to: Stephen Sondey at [sondeys@wpunj.edu](mailto:sondeys@wpunj.edu). Please include reason for the exception, purchase amount, and scheduled delivery date.
  - All pending requisitions must be approved by the department no later than **THURSDAY, JUNE 9**. If the requisition is not approved on time, the requisition will be cancelled. Please be aware that all goods or services must be delivered/received no later than June 30 in order for the cost to be assessed against the FY 2022 budget. If the goods or services are received after July 1, the FY 2022 purchase order will be cancelled and a new requisition will be required to be entered using the FY-2023 budget.
  - The last day to place orders with WB Mason (for inclusion in FY22 budgets) is **TUESDAY, June 7**.
  - P-Card transactions posted on the bank's website June 30 or prior will be charged to the FY22 budget. Charges posted beginning July 1 will be charged to the FY23 budget.
  - **Please plan for vacations.**

## Grants Payroll Processing

- For all grants: New HRAF forms must be submitted to HR for FY'23 grant salaries by **Tuesday June 14, 2022**. Forms must be fully approved and otherwise complete when submitted to HR by this date.
- Use the FOP associated with FY'22. If a new contract is needed and has not been approved as yet, contact Tamar Lamour( [lamourt@wpunj.edu](mailto:lamourt@wpunj.edu)) and request an Early FOP Form (has to be approved by all parties to create new FOP).

## Student Accounts

- Bank Deposits of Non-Student Cash Receipts
  - Deposits received through **TUESDAY, JUNE 21** at 5:15pm will be recorded as FY2022 transactions.
  - Deposits received beginning **WEDNESDAY, JUNE 22** will be recorded as FY2023 transactions. All deposits received on or after June 22 must be delivered to the Office of Student Accounts for safekeeping until deposited on July 1, 2023.