

In preparation of the June 30th fiscal year end close, please note and adhere to the following deadlines:

Unit heads should review their unit's non salary accounts to ensure that all operating budgets are not in a deficit balance. If a deficit exists, the unit head must send an email to budget@ramapo.edu and request a transfer. Please include the FOAP, amount and description by no later than July 11, 2024. Budget is available to assist in any year-end budgetary needs.

June 07, 2024

Last day to enter a requisition for fiscal year 2024 (FY24) with appropriate documentation to allow conversion to PO. If you need to enter a requisition after June 7th please contact Heather Gallagher, Director of Procurement to discuss the circumstances.

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In order for a purchase to be charged to the FY24 budget, the goods and services must be RECEIVED prior to June 27, 2024 . Our Auditors review all purchase and payments around our year end timing, and as such we need accuracy with our coding to the proper fiscal year.