

FY24 Year End Financial Closing Schedule

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 <u>budget@ramapo.edu</u> 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.

Purchasing:

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.

All goods and services must be received by Thursday, June 27th 2024. Open



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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, and certified as discussed above. 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. If you have ANY questions or are unsure of the coding, call Purchasing or Accounts Payable for assistance.