



as to ensure that projects and recording of pay
these dates should be entered on provide and use
FY24 budgets. A friendly reminder that the Un

budget and will be paid from FY24 budget. Work occurring after June 30, 2024 will be paid from FY25
Physical work on construction projects occurring before July 1, 2024 must be paid for by July 8

The deadline for purchasing tangible items (furniture, computers, etc) is April 30, 2024. Tangible
items must be received by June 30, 2024 and paid by July 8, 2024 in order to come from FY24
to be paid from FY24 budget.
speakers and performers, registration fees, and all travel must occur before July 1, 2024 in order
Contractual services including subscriptions, maintenance, postage, professional services such as

ASAP Purchases requiring sealed bids in time for funding from FY24 budget.
sealed bid process requires more time, submission by this date will help ensure
Requests for Purchase should be submitted to Purchasing by 4:30. Since the

April 5 All other Requests for Purchase
especially important for items requiring a long lead time for delivery.
Requests for Purchase should be submitted to Purchasing by 4:30. This is

April 30 All other Purchases
completed by this day. This is important for items requiring a long lead time for delivery.
All other FY24 purchases including purchases made by Pcard or DPA should be

- June 14 Gift-in-kind forms
 Gift-in-kind forms for services, goods, or other items donated to areas on campus are due to the Foundation Office. Providing this documentation allows the item to be recorded as revenue in your area and it gives the donor gift credit in the Foundation's system. Forms are available at the following link
http://www.wiu.edu/vpaps/foundation_and_development/forms.php
- June 28 Departmental deposits
 All departmental deposits for cash and checks received on or before June 28 must be delivered to the University Union Service Center or the Billing & Receivables Office in SH106 by 4 pm.
- All deposits to Foundation accounts received on or before June 28 must be delivered to the Foundation Office in SH303 by 2pm.
- June 30 Physical inventories for areas holding items for resale
 Departments holding inventory for resale must physically count and record such items. Since June 30 falls on a Sunday, departments with no changes to inventory over the weekend can either count at the end of the day on June 28 or the morning of July 1. For departments with activity over the weekend, please take inventory the morning of July 1. If your department holds inventory for resale but does not receive an email communication by June 15, please email Business Services at businessservices@wiu.edu
- FY24 Pcard transactions (all funds)
 FY24 Pcard transactions must be reviewed and approved by 4:30.
- In general, purchases using PCards with transaction dates prior to July 1 will be paid from FY24 funds. Purchases with transaction dates of July 1 and after will be paid from FY25 funds.
- PCards for which goods were received prior to June 30 but have transaction dates of July 1 or after must contain the received date in the transaction notes in order to be processed from the correct fiscal year.
- July 8 Unearned revenue and inventory reports
 If applicable this information is due in Business Services by 4:30.
- Payments for goods received on or before June 30 or services performed on or before June 30 (all funds)
 Okays to Pay for purchase orders for goods and services received or performed on

June 30 and Direct Pay Authorizations for services performed or goods received on or before June 30 must be in Business Services or the Foundation Office by 4:30 pm. Payments that miss this date will be processed from FY24 and may result in an audit finding for the University.

Departments that are aware of purchases of goods received or services performed prior to July 1 that have not been billed by vendors are encouraged to email details to accounts-payable@wiu.edu

ASAP

FY25 Requests for Purchase

Please review your upcoming FY25 annual expenditures, including maintenance agreements, continuous orders, renewals, etc. ~~and~~ ^{enter} your FY25 requests now. The Purchasing Office will need sufficient lead time to obtain required paperwork from vendors, comply with all aspects of the Procurement Code, and process purchase orders. It is imperative that FY25 requests be entered as soon as possible as a purchase order must be in place prior to the dates of service.

Questions about this memo or any other year end process should be directed to business-services@wiu.edu.

Questions about Foundation account processes should be directed to wiu-foundation-accounting@wiu.edu.