

Fiscal Year 2021-22 Close-Out Chart

Important: In order to pay from FY 2021-22 funds, all services must be completed and/or goods received by 6.30.22. Goods or services received after 7.1.2022 will be applied to FY 2022-23.

Deadline Date*	Requisitions/PO's, Contracts, Expenditure (Journal) Transfers and Travel Reimbursements
6.10.22	Last day to submit all requisitions valued at \$2,500 or more
6.21.22	Last day to submit all requisitions valued under \$2,500. Note: Emergency purchases may still be made after this date. Department must provide documentation justifying the emergency nature of the expense.
6.27.22	Anticipated last day that SUNY FMS will be available for FY 2021-22. Requisitions submitted after this date will be held until FMS is available.
6.30.22	Last business day of the fiscal year Last day for completion of contract services or receipt of goods to be paid from FY 2021-22 funds
7.1.22	FY 2022-23 begins
7.8.22	Anticipated date that SUNY FMS will be available for FY 2022-23. Requisitions held due to SUNY FMS being unavailable will be processed.
7.26.22	Last day to submit invoices to Regional Procurement Services Regional Procurement Services cancels remaining outstanding purchase orders.
7.29.22	Last day to submit the following expenses for FY 2021-22 <ul style="list-style-type: none"> • Travel vouchers for all trips completed prior to 7.1.22 • Employee out-of-pocket reimbursements incurred prior to 7.1.22 • Non-employee expense forms for costs incurred prior to 7.1.22
8.15.22	Last day for processing contract payments
8.22.22	Regional Procurement Services cancels outstanding service contract encumbrances

*All dates are subject to change pending SUNY Year End Guidance.