**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.

<table>
<thead>
<tr>
<th>Deadline Date*</th>
<th>Requisitions/PO’s, Contracts, Expenditure (Journal) Transfers and Travel Reimbursements</th>
</tr>
</thead>
<tbody>
<tr>
<td>6.10.22</td>
<td>Last day to submit all requisitions valued at $2,500 or more</td>
</tr>
<tr>
<td>6.21.22</td>
<td>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.</td>
</tr>
<tr>
<td>6.27.22</td>
<td>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.</td>
</tr>
<tr>
<td>6.30.22</td>
<td>Last business day of the fiscal year</td>
</tr>
<tr>
<td></td>
<td>Last day for completion of contract services or receipt of goods to be paid from FY 2021-22 funds</td>
</tr>
<tr>
<td>7.1.22</td>
<td>FY 2022-23 begins</td>
</tr>
<tr>
<td>7.8.22</td>
<td>Anticipated date that SUNY FMS will be available for FY 2022-23. Requisitions held due to SUNY FMS being unavailable will be processed.</td>
</tr>
<tr>
<td>7.26.22</td>
<td>Last day to submit invoices to Regional Procurement Services</td>
</tr>
<tr>
<td></td>
<td>Regional Procurement Services cancels remaining outstanding purchase orders.</td>
</tr>
<tr>
<td>7.29.22</td>
<td>Last day to submit the following expenses for FY 2021-22</td>
</tr>
<tr>
<td></td>
<td>• Travel vouchers for all trips completed prior to 7.1.22</td>
</tr>
<tr>
<td></td>
<td>• Employee out-of-pocket reimbursements incurred prior to 7.1.22</td>
</tr>
<tr>
<td></td>
<td>• Non-employee expense forms for costs incurred prior to 7.1.22</td>
</tr>
<tr>
<td>8.15.22</td>
<td>Last day for processing contract payments</td>
</tr>
<tr>
<td>8.22.22</td>
<td>Regional Procurement Services cancels outstanding service contract encumbrances</td>
</tr>
</tbody>
</table>

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