

LAFAYETTE COLLEGE

IMPORTANT FISCAL YEAR-END DUE DATES Fiscal 2018-19

June 2019

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

July 2019

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Items must be **received** in the office indicated by the **Last day** noted below

JUNE

- Fri - 7 Last day** ▶ To submit purchase requisitions for fiscal 2019. Please be certain the goods or service will be received by June 30.
- Thu - 13 Last day** ▶ All departments must count petty cash on June 13 and submit requests for reimbursement by June 14.
- Fri - 14 Last day** ▶ To submit Payroll Authorization Forms or other salary authorizations to pay employees by June 30 and charge the current fiscal year.
- Mon - 17 First day** ▶ To submit purchase requisitions for fiscal 2020. Requisitions must have a July 1 or later effective date.
- Fri - 21 Last day** ▶ To make fiscal 2019 P-Card purchases and allow time for the charges to post. Statement cutoff is June 26.
- Tue - 25 Last day** ▶ To submit hourly time sheets and electronic approvals to Payroll for the pay period ending June 21 (pay date June 28)
Last day ▶ To submit fiscal 2019 billing information to the Student Billing Office.
Last day ▶ To charge the current fiscal year with College Store department charges. The College Store will be closed June 26-28 for inventory.
- Thu - 27 First day** ▶ P-Card monthly review and approval period begins.
- Fri - 28 Last day** ▶ 10AM - To submit outgoing wire requests to the cashier for the fiscal 2019. Wire requests received after this date will be recognized in fiscal 2020.
Last day ▶ 12PM - To submit deposits to the cashier for the fiscal 2019. Deposits received after this date will be recognized in fiscal 2020.
Last day ▶ 12PM - To submit documentation for advances outstanding to clear advances and charge fiscal 2019.
Last day ▶ To incur WB Mason charges against the fiscal 2019.

JULY

- Mon - 1 First day** ▶ Fiscal 2020 Budgets appear in Banner.
- Wed - 3 Last day** ▶ Last day to assign FOPALs to P-Card activity (via online site); May 27-Jun 26 & Jun 27-30 activity.
- Mon - 8 Last day** ▶ To submit inter-departmental charges for fiscal 2019. This includes College Store, Post Office, Printing & Copy Services, Facilities, ITS, Dining, and other operations.
First day ▶ June P-Card transactions appear in Banner.
- Wed - 10 Last day** ▶ For Division Heads to submit approved Vacation Records for Administrative and Exempt Staff, including carry forward balances. Completed forms should be sent to Payroll and Human Resources.
Last day ▶ To submit P-Card report with receipts and supervisor approval. Only include May 27-Jun 26. Jun 27-30 can be held for your July report.
- Fri - 12 Last day** ▶ To submit requests for reallocation of payroll labor charges to Payroll for fiscal 2019.
Last day ▶ For student and employees to submit travel/non-travel reimbursements to Accounts Payable for processing against fiscal 2019.
Last day ▶ To submit invoices and payment authorization requests for expenses incurred on or before June 30 to Accounts Payable for processing against fiscal 2019.
Last day ▶ Department specific information requests due back to finance via Smartsheet information request form.
First day ▶ Fiscal 2020 Payroll encumbrances appear in Banner.
- Mon - 15 First day** ▶ Accounts Payable will begin processing payment authorizations, and T&E forms for fiscal 2020.
- Fri - 19 Last day** ▶ To submit budget transfers, journal reclassifications, and corrections for processing against fiscal 2019.

**IMPORTANT FISCAL YEAR-END INFORMATION
CONTACTS**

Topic	Contact	E-mail	Extension
ACCOUNTING			
General Operating / Departmental	Tracey Burton	burtont@lafayette.edu	3369
	John Breiner	breinerj@lafayette.edu	3170
Grants / Gifts / Endowment Spend	Tracey Burton	burtont@lafayette.edu	3369
	Mayra Marquez	marquezm@lafayette.edu	3123
Capital Projects / Equipment/ Leases	Rachel Robbins	robbinra@lafayette.edu	3370
Transfer of Charges	Bobbi Jo Agosta	transferofcharges@lafayette.edu	5146
ACCOUNTS PAYABLE			
Invoice Processing/ Payment Status	Sharon Reich	accountspayable@lafayette.edu	5144
	Kathy Churchill		
International Payments	Geoff Schoeneck	schoeneg@lafayette.edu	5142
BANNER MAINTENANCE			
Access (Funds & Orgs)	Steven Molinaro	molinars@lafayette.edu	5141
Approval Queues			
Banner Training			
BILLING - NON-STUDENT			
Grants (Federal and Non-Federal)	Mayra Marquez	marquezm@lafayette.edu	3123
All Other	Diane Bryant	bryantd@lafayette.edu	5145
BILLING - STUDENT ACCOUNTS			
General Inquiries	Diane Bryant	bryantd@lafayette.edu	5145
	Diane Trainer	touchnethelp@lafayette.edu	5145
Student Deposits	Michelle Fernandes	fernanmi@lafayette.edu	3195
Flywire International Payments	Steven Molinaro	molinars@lafayette.edu	5141
Touchnet Student Payments	Diane Trainer	touchnethelp@lafayette.edu	5145
BUDGETS			
Operating / Departmental	Judy Reed	reedja@lafayette.edu	5143
	Ryan Snyder	snyderry@lafayette.edu	5132
Capital Projects	Jill Snyder	snyderj@lafayette.edu	5139
CASH ADVANCES			
Cash Advances	Geoff Schoeneck	schoeneg@lafayette.edu	5142
CASHIER SERVICES			
Departmental Deposits (Cash Transmittal) Petty Cash / Wire Requests In-Person Student Account Payments	Michelle Fernandes	fernanmi@lafayette.edu	3195
PAYROLL & TAXES			
Payroll (including reallocations), Direct Deposit, Tax Forms, International Student Tax Support	Geoff Schoeneck	payroll@lafayette.edu	5142
	Dawn Sisson		5887
PROCUREMENT			
Pcards	Patty Curto	curtop@lafayette.edu	5017
	Rachel Robbins	robbinra@lafayette.edu	3370
Requisitions, Purchase Orders, Encumbrances	Patty Curto	curtop@lafayette.edu	5017
Procurement Procedures, Vendor Contracts	Patty Reich	reichp@lafayette.edu	5016

Please remember to view your finance and payroll information periodically throughout June and July using Banner 9 and Banner Self-Service.