

LAFAYETTE COLLEGE

IMPORTANT FISCAL YEAR-END DUE DATES Fiscal 2019-20

June 2020

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 2020

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		JULY	
<p>Fri - 12 Last day ▶ To submit purchase requisitions for fiscal 2020. Please be certain the goods or service will be received by June 30. Req's entered after this date (for fiscal 2020) will be cancelled and will need to be re-entered when the new fiscal year opens.</p> <p>Last day ▶ All departments must count petty cash by June 12 and submit requests for reimbursement by June 15.</p> <p>Last day ▶ To submit Payroll Authorization Forms or other salary authorizations to pay employees by June 30 and charge the current fiscal year.</p> <p>Last day ▶ To charge the current fiscal year with College Store department charges. The College Store will be closed June 8-10 for inventory.</p> <p>Fri - 19 First day ▶ To submit purchase requisitions for fiscal 2021. Requisitions must have a July 1 or later effective date and goods must be received after July 1.</p> <p>Mon - 22 Last day ▶ To submit hourly time sheets and electronic approvals to Payroll for the pay period ending June 19 (pay date June 26)</p> <p>Last day ▶ To submit fiscal 2020 billing information to the Student Billing Office.</p> <p>Tue - 23 Last day ▶ To make fiscal 2020 P-Card purchases and allow time for the charges to post. Statement cutoff is June 26.</p> <p>Fri - 26 Last day ▶ To incur WB Mason charges against the fiscal 2020.</p> <p>Mon - 29 First day ▶ P-Card monthly review and approval period begins.</p> <p>Tue - 30 Last day ▶ 10AM - To submit outgoing wire requests to the cashier for the fiscal 2020. Wire requests received after this date will be recognized in fiscal 2021.</p> <p>Last day ▶ 12PM - To submit deposits to the cashier for the fiscal 2020. Deposits received after this date will be recognized in fiscal 2021.</p> <p>Last day ▶ 12PM - To submit documentation for advances outstanding to clear advances and charge fiscal 2020.</p>	<p>Wed - 1 First day ▶ Fiscal 2021 Budgets appear in Banner.</p> <p>Mon - 6 Last day ▶ Last day to assign FOPALs to P-Card activity (via online site); May 27-Jun 26 & Jun 27-30 activity.</p> <p>Last day ▶ To submit inter-departmental charges for fiscal 2020. This includes College Store, Post Office, Printing & Copy Services, Facilities, ITS, Dining, and other operations.</p> <p>Wed - 8 First day ▶ June P-Card transactions appear in Banner.</p> <p>Fri - 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.</p> <p>Last day ▶ To submit all outstanding fiscal 2020 P-Card reports with receipts and supervisor approval. This includes all reports not submitted to date. Cardholders will receive separate submission instructions.</p> <p>Mon - 13 Last day ▶ To submit requests for reallocation of payroll labor charges to Payroll for fiscal 2020.</p> <p>Last day ▶ For student and employees to submit travel/non-travel reimbursements to Accounts Payable for processing against fiscal 2020.</p> <p>Last day ▶ To submit invoices and payment authorization requests for expenses incurred on or before June 30 to Accounts Payable for processing against fiscal 2020.</p> <p>Last day ▶ Department specific information requests due back to finance via Smartsheet information request form.</p> <p>First day ▶ Fiscal 2021 Payroll encumbrances appear in Banner.</p> <p>Fri - 17 Last day ▶ To submit budget transfers, journal reclassifications, and corrections for processing against fiscal 2020.</p> <p>Mon - 20 First day ▶ Accounts Payable will begin processing payment authorizations, and T&E forms for fiscal 2021.</p>		

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

**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	John Breiner	transferofcharges@lafayette.edu	3170
ACCOUNTS PAYABLE			
Invoice Processing/ Payment Status	Bobbi Jo Agosta	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	Deb Romig	studentbilling@lafayette.edu	5145
BILLING - STUDENT ACCOUNTS			
General Inquiries	Katie Kresge	studentbilling@lafayette.edu	5145
	Deb Romig	studentbilling@lafayette.edu	5145
Student Deposits	Michelle Fernandes	fernanmi@lafayette.edu	3195
Flywire International Payments	Deb Romig	studentbilling@lafayette.edu	5145
Touchnet Student Payments	Deb Romig	studentbilling@lafayette.edu	5145
BUDGETS			
Operating / Departmental	Judy Reed	reedja@lafayette.edu	5143
Capital Projects	Rachel Robbins	robbinra@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	Dawn Sisson	payroll@lafayette.edu	5887
	Geoff Schoeneck		5142
PROCUREMENT			
Pcards	Patty Curto	curtop@lafayette.edu	5017
	Patty Reich	reichp@lafayette.edu	5016
Requisitions, Purchase Orders, Encumbrances	Patty Curto	curtop@lafayette.edu	5017
Procurement Procedures, Vendor Contracts	Patty Reich	reichp@lafayette.edu	5016

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