

LAFAYETTE COLLEGE

FINANCE DEPARTMENT IMPORTANT FISCAL YEAR-END DUE DATES Fiscal 2020-21

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

June 2021

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 2021

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

JUNE

Date	Description	Completion Method	Contact
Fri, Jun 11	Last day ▶ To submit purchase requisitions for fiscal 2021. Please be certain the goods or service will be received by June 30. Req's entered after this date (for fiscal 2021) will be cancelled and will need to be re-entered when the new fiscal year opens.	Banner Self-Service	procurement@lafayette.edu
	Last day ▶ All departments must count petty cash by June 11 and submit requests for reimbursement by June 15.	Payment Authorization Form	accountspayable@lafayette.edu
	Last day ▶ To submit Payroll Authorization Forms or other salary authorizations to pay employees by June 30 and charge the current fiscal year.	Personnel Action Form	payroll@lafayette.edu studentpayroll@lafayette.edu
	Last day ▶ To charge the current fiscal year with College Store department charges . The College Store will be closed June 21-23 for inventory.	via College Store	collegestore@lafayette.edu
Fri, Jun 18	First day ▶ To submit purchase requisitions for fiscal 2022. Requisitions must have a July 1 or later effective date and goods must be received after July 1.	Banner Self-Service	procurement@lafayette.edu
Mon, Jun 21	Last day ▶ To submit hourly timesheets and electronic approvals to Payroll for the pay period ending June 18 (pay date June 25)	Banner Self-Service	payroll@lafayette.edu studentpayroll@lafayette.edu
	Last day ▶ To submit remaining fiscal 2021 billing charges to the Student Accounts Office.	Email Information	studentaccounts@lafayette.edu
Tue, Jun 22	Last day ▶ To make fiscal 2021 P-Card purchases and allow time for the charges to post. Statement cutoff is June 26.	P-Card	procurement@lafayette.edu
Fri, Jun 25	Last day ▶ To incur WB Mason charges against the fiscal 2021.	www.wbmason.com	procurement@lafayette.edu
Mon, Jun 28	First day ▶ P-Card monthly review and approval period begins.	JPMorgan SmartData website	procurement@lafayette.edu
Wed, Jun 30	Last day ▶ 10AM - To submit outgoing wire requests to the cashier for the fiscal 2021. Wire requests received after this date will be recognized in fiscal 2022.	Payment Authorization Form	fernanmi@lafayette.edu
	Last day ▶ 12PM - To submit deposits to the cashier for fiscal 2021. Deposits received after this date will be recognized in fiscal 2022	Cash Transmittal Form	fernanmi@lafayette.edu
	Last day ▶ 12PM - To submit documentation for advances outstanding to clear advances and charge fiscal 2021.	Travel & Expense Reimb Form	accountspayable@lafayette.edu

JULY

Date	Description	Completion Method	Contact
Thu, Jul 1	First day ▶ Fiscal 2022 Budgets appear in Banner.	Banner Self-Service	reedja@lafayette.edu
Tue, Jul 6	Last day ▶ Last day to assign FOAPALS to P-Card activity ; May 27-Jun 26 & Jun 27-30 activity.	JPMorgan SmartData website	procurement@lafayette.edu
	Last day ▶ To submit inter-departmental charges for fiscal 2021. This includes College Store, Post Office, Printing & Copy Services, Facilities, ITS, Dining, and other operations.	Transfer of Charges Form	transferofcharges@lafayette.edu
Thu, Jul 8	First day ▶ June P-Card transactions appear in Banner.	Banner Self-Service	procurement@lafayette.edu
Fri, Jul 9	Last day ▶ For Division Heads to submit approvals for Vacation Records for Administrative and Exempt Staff, including carry forward balances.	Qualtrics - Personalized Link Emailed to Employees	payroll@lafayette.edu
	Last day ▶ To submit all outstanding fiscal 2021 P-Card reports with receipts and supervisor approval. This includes all reports not submitted to date.	Scan and Email Approved Reports and Receipts	accountspayable@lafayette.edu
Mon, Jul 12	Last day ▶ To submit requests for reallocation of payroll labor charges to Payroll for fiscal 2021.	Personnel Action Form	payroll@lafayette.edu studentpayroll@lafayette.edu
	Last day ▶ For student and employees to submit travel/non-travel reimbursements to Accounts Payable for processing against fiscal 2021.	Travel & Expense Reimb Form	accountspayable@lafayette.edu
	Last day ▶ To submit invoices and payment authorization requests for expenses incurred on or before June 30 to Accounts Payable for processing against fiscal 2021.	Payment Authorization Form	accountspayable@lafayette.edu
	Last day ▶ Department specific information requests due back to finance via Smartsheet information request form.	Smartsheet Form	Designated in Email Request
	First day ▶ Fiscal 2022 Payroll encumbrances appear in Banner.	Banner Self-Service	payroll@lafayette.edu
Fri, Jul 16	Last day ▶ To submit budget transfers, journal reclassifications, and corrections for processing against fiscal 2021.	Banner Self-Service (budget) Transfer of Charges Form	reedja@lafayette.edu transferofcharges@lafayette.edu
Mon, Jul 19	First day ▶ Accounts Payable will begin processing payment authorizations, and T&E forms for fiscal 2022.	Payment Authorization Form Travel & Expense Reimb Form	accountspayable@lafayette.edu

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

Banner 8 Self-Service will be discontinued mid-June. Banner 9 Self-Service will go live at that time. Please direct any system questions to finance@lafayette.edu.

**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	Katie Kresge	studentaccounts@lafayette.edu	5145
BILLING - STUDENT ACCOUNTS			
General Inquiries	Katie Kresge	studentaccounts@lafayette.edu	5145
	Deb Romig	studentaccounts@lafayette.edu	5145
Student Deposits	Michelle Fernandes	fernanmi@lafayette.edu	3195
International Student Payments	Deb Romig	studentaccounts@lafayette.edu	5145
Touchnet Student Payments	Deb Romig	studentaccounts@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	procurement@lafayette.edu	5017
	Patty Reich	procurement@lafayette.edu	5016
Requisitions, Purchase Orders, Encumbrances	Patty Curto	procurement@lafayette.edu	5017
Procurement Procedures, Vendor Contracts	Patty Reich	reichp@lafayette.edu	5016