

June 2024

S	M	T	W	T	F	S
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						

LAFAYETTE COLLEGE

Finance Department
Important Fiscal Year-end Due Dates
Fiscal 2023-24

July 2024

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

Date	Description	Completion Method	Contact
Fri, Jun 14	Last day ▶ To submit purchase requisitions for fiscal 2024. Please be certain the goods or service will be received by June 30. Req's entered after this date (for fiscal 2024) 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 14 and submit requests for reimbursement by June 18.	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
Mon, Jun 17	First day ▶ To submit purchase requisitions for fiscal 2025. Requisitions must have a July 1 or later effective date and goods must be received after July 1.	Banner Self-Service	procurement@lafayette.edu
	Last day ▶ To charge the current fiscal year with College Store department charges .	via College Store	collegestore@lafayette.edu
Tue, Jun 18	Last day ▶ To submit hourly timesheets and electronic approvals to Payroll for the pay period ending June 14 (pay date June 21).	Banner Self-Service	payroll@lafayette.edu studentpayroll@lafayette.edu
	Last day ▶ To submit remaining fiscal 2024 billing charges to the Student Accounts Office.	Email Information	studentaccounts@lafayette.edu
Thu, Jun 20	Last day ▶ To make fiscal 2024 P-Card purchases and allow time for the charges to post. Statement cutoff is June 26.	P-Card	procurement@lafayette.edu
Fri, Jun 21	Last day ▶ To incur WB Mason charges against the fiscal 2024.	www.wbmason.com	procurement@lafayette.edu
Wed, Jun 26	First day ▶ P-Card monthly review and approval period begins.	JPMorgan SmartData website	procurement@lafayette.edu
Thu, Jun 27	Last day ▶ 10AM - To submit outgoing wire requests for fiscal 2024. Wire requests received after this date will be recognized in fiscal 2025.	Payment Authorization Form	wirerequests@lafayette.edu
Fri, Jun 28	Last day ▶ 12PM - To submit deposits to the cashier for fiscal 2024. Deposits received after this date will be recognized in fiscal 2025.	Cash Transmittal Form	rileyb@lafayette.edu
	Last day ▶ 12PM - To submit documentation for advances outstanding to clear advances and charge fiscal 2024.	Travel & Expense Reimb Form	accountspayable@lafayette.edu

JULY

Date	Description	Completion Method	Contact
Mon, Jul 1	First day ▶ Fiscal 2025 Budgets appear in Banner.	Banner Self-Service	mutchlel@lafayette.edu
Tue, Jul 2	Last day ▶ To submit hourly timesheets and electronic approvals to Payroll for the pay period ending June 30 (pay date Jul 5)	Banner Self-Service	payroll@lafayette.edu studentpayroll@lafayette.edu
Mon, Jul 8	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 all outstanding fiscal 2024 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
	Last day ▶ To submit inter-departmental charges for fiscal 2024. This includes College Store, Post Office, Printing & Copy Services, Facilities, ITS, Dining, and other operations.	Transfer of Charges Form	transferofcharges@lafayette.edu
Tue, Jul 9	First day ▶ June P-Card transactions appear in Banner.	Banner Self-Service	procurement@lafayette.edu
	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 requests for reallocation of payroll labor charges to Payroll for fiscal 2024.	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 2024.	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 2024.	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
Fri, Jul 12	Last day ▶ To submit budget transfers, journal reclassifications, and corrections for processing against fiscal 2024.	Banner Self-Service Transfer of Charges Form	transferofcharges@lafayette.edu

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

**LAFAYETTE COLLEGE
IMPORTANT FINANCE CONTACTS**

Topic	Contact	E-mail	Ext
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	Kristen Winter	winterk@lafayette.edu	3234
Transfer of Charges	Jaspreet Kahlon	transferofcharges@lafayette.edu	5012
ACCOUNTS PAYABLE			
Invoice Processing/ Payment Status	Bobbi Jo Agosta	accountspayable@lafayette.edu	5144
	Kristel Hernandez		
International Payments	Geoff Schoeneck	schoeneg@lafayette.edu	5142
BANKING & TREASURY			
Bank Routing Information, Incoming Funds Research, and all other banking inquiries	Erin Dounelis	dounelie@lafayette.edu	3078
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	Deb Romig	studentaccounts@lafayette.edu	5145
International Student Payments	Deb Romig	studentaccounts@lafayette.edu	5145
Touchnet Student Payments	Deb Romig	studentaccounts@lafayette.edu	5145
BUDGETS			
Operating / Departmental	Laura Mutchler	mutchlel@lafayette.edu	3102
Capital Projects	Kristen Winter	winterk@lafayette.edu	3234
CASH ADVANCES			
Cash Advances	Geoff Schoeneck	schoeneg@lafayette.edu	5142
CASHIER SERVICES			
Departmental Deposits (Cash Transmittal) Petty Cash / Outgoing Wire Requests In-Person Student Account Payments	Barbara Riley	rileyb@lafayette.edu	5145
PAYROLL & PAYROLL TAXES			
Payroll (including reallocations), Direct Deposit, Tax Forms, International Student Tax Support	Dawn Sisson	payroll@lafayette.edu	5887
	Geoff Schoeneck		5142
Student Payroll	Darlene Yost	studentpayroll@lafayette.edu	5135
PROCUREMENT			
Pcards	Patty Curto	procurement@lafayette.edu	5017
	Tom Iannelli	procurement@lafayette.edu	5016
Requisitions, Purchase Orders, Encumbrances	Patty Curto	procurement@lafayette.edu	5017
SYSTEMS/ SOFTWARE (Finance Related)			
System Access, Banner Self-Service, Chart of Accounts Change Requests, and all other general finance related IT inquiries.	Steven Molinaro	molinars@lafayette.edu	5141
	Jaspreet Kahlon	kahlonj@lafayette.edu	5012
TAXES			
IRS 990/990-T, Sales Tax, Lafayette W-9, Trust Returns, State Tax Returns, Unclaimed Property Filings, and Tax Research	Erin Dounelis	dounelie@lafayette.edu	3078