


Due Date	Task	Contact Dept	Business Units
11/30/2023	The schedule of Fall Faculty Release Time to be invoiced to the Foundations is due to General Accounting.	GA	LBCMP
11/30/2023	CPaCE Fall reimbursement schedule of items to be invoiced to the Foundations is due to General Accounting.	GA	LBCMP
11/30/2023	CPaCE Fall reimbursement schedule of items to be invoiced to the Foundations is due to General Accounting.	GA	LBCMP
4/3/2024	Requisitions needed for current year processing that require a formal bid are due to Purchasing.	PO	LBCMP LBFDN LB49R
4/29/2024	Departments must request closure of specific Purchase Orders. Purchasing will begin reviewing all open	PO	LBCMP LBFDN LB49R



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Due Date	Task	Contact Dept	Business Units
7/1/2024	Inventory as of June 30 for Facilities Management Copier Program Computer Center Print Shop and Health Center are due to General Accounting.	GA	LBCMP
7/8/2024	Deadline to submit all journal entries to clear deficit fund balances.	GA	LBFDN LB49R
7/8/2024	All requests for invoicing to be processed for the current fiscal year from Research Foundation are due to General Accounting.	GA	LBFDN
7/8/2024	Final reserve entries are due to Budget from departments.	B	LBCMP
7/10/2024	Deadline to submit all current year journal entries for the		

Due Date	Task	Contact Dept	Business Units
7/31/2024	Balance Sheet reconciliations as of June 30 are due to General Accounting.	GA	LBCMP