

Fiscal Close Deadlines FY 2018-19
Library Operations and Millennium/Collections Payments

The following are fiscal close (internal) deadlines for submission from Library units to ensure that we meet campus requirements for recording expenses in this fiscal year

Destination/Resource	Deadline	Description of Transaction
Purchasing		
To: Library Business Services 110 Doe lbspurch@lists.berkeley.edu	Tuesday, April 30, 2019	Purchase orders \$100,000 or more (with complete documentation)
	Friday, May 17, 2019	Purchase orders \$35,000 and up to \$100,000
	Friday, May 24, 2019	Purchase orders up to \$35,000
	Friday, May 31, 2019	Reimbursement (check) requests
	Friday, May 31, 2019	Vendor invoices and bluCard transactions (for Collections, see below)
	Friday, June 21, 2019	Cash deposits
Collections		
To: Acquisitions Payments 110 Doe acqpay@lists.berkeley.edu	Friday, May 31, 2019	Collections (Millennium) invoices
	Friday, May 31, 2019	bluCard collections orders must be placed as soon as possible
	Wednesday, June 12, 2019	Last day LBS will post out for FY 2018-19
	Wednesday, July 10, 2019	Payments processing will resume for FY 2019-20
Payroll		
To: Budget 110 Doe budgetuclib@lists.berkeley.edu	Monday, June 10, 2019	Payroll expense transfers including those related to: <ul style="list-style-type: none"> - contracts & grants - any funds in overdraft that require expense transfers to another fund - "Blue" forms for payroll chartstring changes

Note: depending on campus processes/priorities, these dates may change slightly