

Fiscal Close Deadlines FY 2022-2023
Library Operations and Alma/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	Friday, April 28, 2023	Purchase orders non RFP >= \$100,000 (with complete documentation)
lbspurch@lists.berkeley.edu	Friday, May 12, 2023	Purchase orders \$35,000 and up to \$100,000 (with complete documentation)
	Monday, May 22, 2023	Purchase orders up to \$35,000
	Friday, May 26, 2023	Reimbursement (check) requests
	Friday, May 26, 2023	Vendor invoices and bluCard transactions (for Collections, see below)
	Monday, June 19, 2023	Cash deposits
Collections		
To: Acquisitions Payments	Friday, May 26, 2023	Collections (Alma) invoice submission
acqpay@lists.berkeley.edu	Wednesday, June 7, 2023	Last day LBS will approve wire invoices for payment via Disbursements FY 2022-2023
	Wednesday, June 14, 2023	Last day LBS will approve non-wire invoices for payment via Disbursements FY 2022-2023
Payroll		
To: Budget 110 Doe	Monday, June 5, 2023	Payroll expense transfers including those related to:
budgetuclib@lists.berkeley.edu		- contracts & grants - any funds in overdraft that require expense transfers to another fund - payroll chartstring changes

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

[FY23 UCPath Payroll Processing Schedule](#)

[FY2021-2022 OCFO Fiscal Close Schedule \(for reference only\)](#)

Memorial Day Monday, May 29, 2023

Juneteenth Holiday Monday, June 19, 2023