

## RECAP OF IMPORTANT DATES AND DEADLINES FY 2007-2008

- May 14** ♦ Fiscal Yearend Seminar, Lawton Room, 10:00 am
- May 16** ♦ Last day for Work Study and Chancellor's Student Aide Charges
- Jun 02** ♦ ITs for all services or materials rendered through 5/31 due in FAR
- Jun 04** ♦ May Monitoring/Progress Reports due in SPA (hand carry to 336 Thomas Boyd Hall)
- Jun 06** ♦ LaCarte BFs dated through 6/2 should be released to AP (RAPS status in the on-line PCARD system)  
♦ Purchasing's Deadline for FY08 PO's
- Jun 09** ♦ Travel Expense Reimbursement Requests for all travel completed through 6/8 due in Travel  
♦ Direct Charge Invoices for purchases through 6/8 due in AP  
♦ PRO Electronic Receiving Reports for all merchandise actually received by 6/8 should be processed
- Jun 11** ♦ ITs for all services or materials rendered 6/1 - 6/8 due in FAR  
♦ Requests for Corrections, Adjustments and Transfers through 5/31 due in AP  
♦ Cost Transfers for May and prior months due in SPA
- Jun 13** ♦ LaCarte BFs dated through 6/9 should be released to AP
- Jun 16** ♦ Travel Expense Reimbursement Requests for travel completed between 6/9 - 6/15 due in Travel  
♦ Direct Charge Invoices for purchases actually received between 6/9 - 6/15 due in AP  
♦ PRO Electronic Receiving Reports for all merchandise actually received by 6/15 should be processed  
♦ LSU Foundation Check Requests due in Foundation Office at Lod Cook for approval
- Jun 18** ♦ 1st 6/30 GLS Cutoff @ 10:00 am
- Jun 19** ♦ Distribute Ledgers - 1st 6/30 GLS Cutoff
- Jun 20** ♦ Requests for Corrections, Adjustments, and Transfers for June due in AP  
♦ Cost Transfers for June due in SPA  
♦ LaCarte BFs dated through 6/16 should be released to AP  
♦ PO Alterations released in GLS by Purchasing  
♦ PAFs due in Payroll
- Jun 23** ♦ Travel Expense Reimbursement Requests for travel completed between 6/16 - 6/22 due in Travel  
♦ Direct Charge Invoices for purchases actually received between 6/16 - 6/22 due in AP  
♦ PRO Electronic Receiving Reports for all merchandise actually received by 6/22 should be processed  
♦ Timesheets for Final 6/30 Supplemental Payroll due by Noon
- Jun 25** ♦ Last day to forward Travel Expense Reimbursement Requests to AP without an accrual voucher  
♦ Last day to forward Direct Charge to AP without an accrual voucher
- Jun 26** ♦ Final Deposits to LSU Foundation Accounts due in Foundation Office at Lod Cook by 3:00 pm
- Jun 27** ♦ LaCarte BFs dated through 6/23 should be released to AP
- Jun 30** ♦ Petty Cash Reimbursement Vouchers reimbursed by check through Accounting Services due in AP  
♦ Petty Cash Reimbursement Vouchers due in Bursar Operations  
♦ ITs for all services or materials rendered after 6/8 due in FAR  
♦ Accounts Receivable due in Bursar Operations by 4:00 pm  
♦ Final Deposits due in Bursar Operations by 4:00 pm  
♦ Final LaCarte & CBA entries for FY08 generated
- Jul 02** ♦ 2nd 6/30 GLS Cutoff @ 10:00 am  
♦ Last day to process PRO Electronic Receiving Reports for all merchandise actually received by 6/30
- Jul 03** ♦ Distribute Ledgers - 2nd 6/30 GLS Cutoff  
♦ June Monitoring/Progress Reports due in SPA (hand carry to 336 Thomas Boyd Hall)
- Jul 08** ♦ JVs for LaCarte Accruals due in AP  
♦ JVs for Travel Expense Accruals due in AP  
♦ JVs for Direct Charge Accruals due in AP  
♦ FY08 LaCarte & CBA entries should be released to AP
- Jul 24** ♦ Distribute Ledgers - Final 6/30