

## End of Fiscal Year (FY) Deadlines 2024

Financial Services has established the following deadlines for processing transactions against current FY24 funds to ensure that the university's business is conducted in full compliance with state laws and policies. This also helps establish purchase orders/contracts/payments/travel/payroll/inventory applications for the start of FY25. These deadlines are established to enable staff to better manage the increased year-end workload. We ask that departments adhere to the deadlines to the best of their ability. Procurement & Payment Services will make efforts that day to submit requisitions that require a bid (\$15,000+)

Friday, July 5, 2024	
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- (5) Where applicable, TXRAMP Certification number (TXRAMP certification is required for Cloud Hosted solutions that store, process, or transmit state agency data and should be provided by the Vendor)
- (6) Verify the

<p>(1) Friday, July 26, 2024 (2) Friday, August 23, 2024</p>	<p><b>Payment Services – Invoice Payments</b></p> <p>Vendors must mail all invoices directly to Payment Services. IF vendors send invoices directly to the department, the invoices should be immediately hand-delivered to Payment Services for processing.</p> <p>Deadlines for receipt by Payment Services:</p> <p>(1) Invoices charged to State Funds (2) Invoices charged to Local Funds</p> <p>Invoices received after these deadlines will be charged to FY24 budgets.</p>
<p>(1) Monday, August 26, 2024 (2) Monday, September 02, 2024</p>	<p><b>Travel</b></p> <p>(1) Travel Vouchers/Expense Reports (ChromeRiver) for approved essential travel completed through Sunday, August 25, 2024 must be submitted to the Travel office.</p> <p>(2) Travel Vouchers/Expense Reports (ChromeRiver) for approved essential travel completed Monday, August 26 thru</p>