2024 FISCAL CLOSE NOTICES

UC RIVERSIDE
Botany and Plant Sciences

I am writing to you with important fiscal closing deadlines for our administrative offices. Please read these deadlines carefully as the deadlines listed in this communication are final. Requests submitted after the deadlines outlined below may not be processed until after July 1. Please let me know if you have any questions and/or concerns.

Please keep in mind that this year we will be closing the fiscal year in the new Oracle and Concur applications, therefore some of these requests will require additional approvals through the system that were not in place last year.

May 3rd Supply/Services Orders greater than $100,000	The May 3rd deadline affects requisitions for supply orders greater than $100K which must have funds committed by June 30, 2024. Use Oracle Procure to Pay to submit new purchase requisitions, and **do not emai**l purchase order requests directly to staff. This deadline does not apply to contract and grant projects or other funds with expiration dates after June 30, 2024.Please note that the complexity of the order may result in a delay and the order may not be reflected as a commitment on the June ledgers.
May 3rd Equipment Orders	The May 3rd deadline affects requisitions for equipment and facilities purchases which must have funds committed by June 30, 2024. All equipment orders are now being reviewed thoroughly by facilities to ensure that no space modifications are needed. Therefore, to ensure that orders are pushed through the additional approvers faster please include the equipment technical specs.
May 3rd P.O. Blankets	Use Oracle Procure to Pay to submit a purchase requisition to Procurement Services for all renewals and new blankets which are to commence on or about July 1, 2024.
May 17th Supply and/or Services Orders less than $100,000	Please plan your purchases well in advance and submit your requests via Oracle Procure to Pay by May 17. This deadline applies to all orders above $10,000 or contracts that must be sent to procurement services for processing. This does not apply to equipment orders as the deadline for that is May 3. If there are any questions regarding the preparation of your requisitions, please email bpsadmin@ucr.edu, **do not emai**l purchase order requests directly to staff.
May 31st ePay Payment Requests	Due to the high volume of activity at year-end, ePay payment requests must be approved and in the Accounting Office ePay queue by June 10th at 5:00 p.m. to ensure posting to the Period 12 Ledger. *Therefore, all requests must be received by the Department no later than May 31st to allow for processing and corrections.*

May 31ˢᵗ Concur Travel and Expense	Due to the high volume of activity at year-end, travel expense reimbursement requests must be approved and in the Accounting Office queue by June 10 at 5:00 p.m. to ensure posting to the Period 12 Ledger. *Therefore, all requests must be received by the Department no later than May 31ˢᵗ to allow for processing and corrections.*
June 14ᵗʰ PCard Purchases	Fiscal Year cut-off for posting of PCard purchases. This is the last day departmental PCard purchases will be reflected on FY 2023 ledgers. Please note that this is especially critical this year as we continue to face delays with new suppliers being added into Oracle. Therefore, if you need to purchase items from suppliers that are not already in our database, we will be unable to process that request until the new fiscal year. This includes Amazon and Office Depot requests. ***PCard purchases will not be processed after this date until July 1.***
June 24ᵗʰ Cash/ Check Deposits	All cash and check donations must be received by the department no later than June 24 to allow for processing. Donations must be accompanied by a donation letter and signed 700U form by the donation recipient.
CONTACT	For all procurement questions or concerns please contact bpsadmin@ucr.edu For ePay or Travel questions or concerns please contact Jaedyn.Tapia@ucr.edu *Monday through Friday* 8:00AM- 12:00PM & 1:00PM- 5:00PM