

### FY2023 Departmental Year-End Closing Deadlines

Purchase Orders (POs)/Requisitions	
4/14/2023	Final day to submit <b>state-funded</b> requisitions/POs between \$25,000 - \$50,000. All requisitions must be fully approved. All attempts will be made to complete, but purchases cannot be guaranteed. Any purchases received after 6/30/2023 will be paid in FY2024 using FY2024 budget and there will be no carryforward of FY2023 funds unless approved prior to the requisition by the Senior Vice President for Finance and Business Operations.
6/15/2023	For purchases less than \$25,000 on <b>state accounts</b> , this is the final day for departments to submit FY2023 purchase requisitions if the goods will be received and invoiced or the services will be completed and invoiced prior to the Friday, June 30, 2023. All requisitions must be fully approved. All attempts will be made to complete, but purchases cannot be guaranteed. If purchases are not received by 6/30/2023, the department will need to submit a new requisition charged to next year's budget without guarantee of roll-over of funds. <i>*Be sure to contact Purchasing with any questions regarding the purchase requisitions or goods/service delivery.</i>
6/19/2023	Departments will be able to enter FY2024 requisitions. All requisitions must be dated on or after 7/1/2023.
6/30/2023	All FY2023 good and/or services must be received by this date.
7/6/2023	Final day to submit supplier invoice requests (SIRs).
Purchasing 702-992-2319 <a href="mailto:nscpurchasing@nsc.edu">nscpurchasing@nsc.edu</a>	
Purchasing Cards (PCards)	
6/1 – 6/25/2023	Verify transactions daily.
6/2/2023	Final day to make PCard purchases against <b>state accounts</b> . Any purchases received after 6/28/2023 will be paid in FY2024 using FY2024 budget and there will be no carryforward of FY2023 funds unless approved prior to the purchase by the Senior Vice President for Finance and Business Operations.
6/16/2023	Final day to make PCard purchases against <b>non-state accounts</b> .
6/28/2023	Final day to complete/submit any outstanding FY2023 PCard verifications.
6/28 – 6/30/2023	PCard purchases are suspended for closing.
7/1/2023	PCard purchases may resume as normal for FY2024.
Accounting Services 702-992-2306/702-992-2300 <a href="mailto:BusinessOffice@nsc.edu">BusinessOffice@nsc.edu</a>	
Departmental Deposits	
6/28/2023	Final day for FY2023 Departmental Deposits. All deposits must be received before 3 PM.
Cashier's Office 702-992-9123 <a href="mailto:Cashier.Office@nsc.edu">Cashier.Office@nsc.edu</a>	

<b>Accounting Processes</b>	
7/1 – 7/3/2023	All new spend authorizations and expenses are suspended for closing.
7/4/2023	First day to submit spend authorizations or expense reports for FY2024.
7/6/2023	Final day to submit expense report for FY2023 travel and all other items. Any expense reports still in process after 7/6/2023 will be canceled by Accounting Services. The department will need to reenter in the new fiscal year to be paid in FY2024 using FY2024 budget and there will be no carryforward of FY2023 funds unless approved prior to the trip or purchase by the Senior Vice President for Finance and Business Operations.
7/6/2023	Final day to submit supplier invoice requests (SIRs).
Accounting Services 702-992-2306/702-992-2300 <a href="mailto:BusinessOffice@nsc.edu">BusinessOffice@nsc.edu</a>	
<b>Grants</b>	
Grants may or may not align with our fiscal year. If a grant has a budget period of 7/1/2022 through 6/30/2023, all of the aforementioned deadlines are applicable. All grants, regardless of budget period, are subject to the 6/28 – 6/30/2023 PCard suspension period.	
Grants Award Services 702-992-2309 <a href="mailto:postaward@nsc.edu">postaward@nsc.edu</a>	