

	Deadline for expense refunds to
CRITICAL DATES Close: July 10, 2024	appropriation fundsJune 19 th
	FiscalYear25 OpensJune 24 th
	Deadline for expense refunds to non-
	appropriation fundsJune 26 th
	Last day to enter departm ental deposits for
	Cash or Checks June 28 th
	Last day to enterDeposit Correction (DPC)
	JournalEntries July 1st
	Last day to enterdepartm entaldeposits (d)
	EFT's or Credit Cards July
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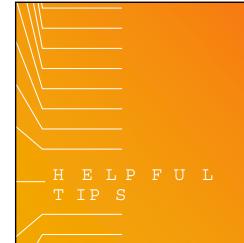
Banking & Merchant Services

IM PORTANCE OF CRITICAL DATES

- June 19th This deadline helps the budget office facilitate the PO and TA rollover processes as well as the carry forward rollover process
- June 26th This deadline allows Banking & Merchant Services time to verify the ChartFields of expense refund deposits to the original expense.
- June 28th All Cash and Check deposits dated in June must be received at the bank or by 8:00 am in the Cashier's Office drop box.
- July 1st All Deposit Correction journals must be entered. This gives Banking & Merchant Services time to review and post the entry.
- July 2nd All EFT, Cash, Check, and Credit Card deposits dated for June must be recorded by end of business day. The AR ledger will close on July 3rd.



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- Please enterdeposits timely during the month so only deposits for the last day are processed July 1^{st} and 2^{nd} .
- Forreim bursem ents to travelexpenses, please enter deposits timely verification by the TravelOffice is required for each reim bursem ent.
- If you are expecting an ACH orw ire payment, please notify Deposit Control. This decreases the time between arrival and notification of incoming departmental funds.

Deposit Control is always happy to help!

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