**FINANCE OFFICE:  FISCAL YEAR END 23/24 DEADLINES**

5/10/24 - Grant Purchase Requisitions

5/31/24 - College Purchase Requisitions

6/14/24 - Last day for FY23/24 credit card and W.B. Mason purchases

6/17/24 - Travel reimbursements – Allentown and Tamaqua sites

6/17/24 - Student stipends

6/21/24 - Last day to submit:

* Duplicating jobs
* Travel Reimbursements – Main Campus
* Employee Reimbursements – Main Campus
* Bookstore Vouchers

6/28/24 - All FY23/24 goods & services \*received\*

6/28/24 - All Accounts Payable invoices must be approved and submitted to the Finance Office

7/05/24 - Final FY23/24 Accounts Payable check run

6/20/24 - Final FY23/24 payroll pay date – contracted staff

7/18/24 - Final FY23/24 payroll pay date – timecard staff (paydays of 6/30-7/13/24)