

Calendar 2001- 2002

September 1	New fiscal year begins
September 11	Payroll time sheet cut-off
September 27	Distribute final budget reports for FY 2001
October 11	Payroll time sheet cut-off
*October 8	Distribute September budget reports
October 29	External auditors begin audit
November 8	Payroll time sheet cut-off
*November 8	Distribute October budget reports
December 5	Payroll time sheet cut-off
*December 10	Distribute November budget reports
January 8	Payroll time sheet cut-off
*January 10	Distribute December budget reports
February 8	Payroll time sheet cut-off
*February 8	Distribute January budget reports
March 12	Payroll time sheet cut-off
*March 8	Distribute February budget reports
April	Budget development for FY 2003 begins
April 11	Payroll time sheet cut-off
*April 8	Distribute March budget reports
May 14	Payroll time sheet cut-off
*May 8	Distribute April budget reports
June 11	Payroll time sheet cut-off
*June 10	Distribute May budget reports
June 14	Purchase order cut-off for purchases equal to or over \$10,000
July 12	Payroll time sheet cut-off
*July 10	Distribute June budget reports
July 15	Purchase order cut-off for purchases less than \$10,000
August 13	Payroll time sheet cut-off
*August 8	Distribute July budget reports
August 31	End of the fiscal year

- Accounts Payable check distribution is every Wednesday and Friday at 1:00 p.m. to campus cashiers.
- *Month-end reports are distributed by the 15th of the month; dates are subject to change.
- Payday is the last working day of the month. In December and May, for faculty only, paydays are the last class day of the fall and spring semesters, respectively.
- Time sheets are due in the Business Office by 12:00 on the second working day following the time sheet cut-off date.