## Procurement & Payables Deadlines

Please note the following accounting deadlines for fiscal year 2015/16.

<table>
<thead>
<tr>
<th>Document &amp; Request</th>
<th>Due To</th>
<th>Deadline Date</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Purchase Order De-commitment Request</td>
<td>Purchasing Services</td>
<td>April 28, 2016</td>
<td>10:00am</td>
</tr>
<tr>
<td>Travel Expense Claim (signed claim with receipts)</td>
<td>Payment Services</td>
<td>May 2, 2016</td>
<td>10:00am</td>
</tr>
<tr>
<td>Requisitions for After-Fact HVPO (Orders are received by April 30, 2016)</td>
<td>Purchasing Services</td>
<td>May 9, 2016</td>
<td>10:00am</td>
</tr>
<tr>
<td>LVPO copies</td>
<td>Payment Services</td>
<td>May 9, 2016</td>
<td>10:00am</td>
</tr>
<tr>
<td>Coded Invoices</td>
<td>Payment Services</td>
<td>May 9, 2016</td>
<td>10:00am</td>
</tr>
<tr>
<td>Petty Cash</td>
<td>Payment Services</td>
<td>May 2, 2016</td>
<td>1:00pm</td>
</tr>
<tr>
<td>Cheque Requisitions</td>
<td>Payment Services</td>
<td>May 9, 2016</td>
<td>10:00am</td>
</tr>
</tbody>
</table>

**Source URL:** https://www.uoguelph.ca/finance/deadlines/procurement-payables-deadlines