Procurement & Payables Deadlines

Please note the following accounting deadlines for fiscal year 2016/17.

<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 27, 2017</td>
<td>4:30pm</td>
</tr>
<tr>
<td>Travel Expense Claim (signed claim with receipts)</td>
<td>Payment Services</td>
<td>May 1, 2017</td>
<td>4:30pm</td>
</tr>
<tr>
<td>Requisitions for After-Fact HVPO (Orders are received by April 30, 2017)</td>
<td>Purchasing Services</td>
<td>May 8, 2017</td>
<td>10:00am</td>
</tr>
<tr>
<td>WebNow Electronic Routing for Approval</td>
<td>Payment Services</td>
<td>May 8, 2017</td>
<td>10:00am</td>
</tr>
<tr>
<td>Coded Invoices</td>
<td>Payment Services</td>
<td>May 8, 2017</td>
<td>10:00am</td>
</tr>
<tr>
<td>Petty Cash</td>
<td>Payment Services</td>
<td>May 1, 2017</td>
<td>4:30pm</td>
</tr>
<tr>
<td>Cheque Requisitions</td>
<td>Payment Services</td>
<td>May 8, 2017</td>
<td>10:00am</td>
</tr>
</tbody>
</table>

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