



Procurement & Payables Deadlines

Please note the following accounting deadlines for fiscal year 2018/19.

Document	Due To	Deadline Date	Time
Purchase Order De-commitment	Purchasing Services	April 26, 2019	4:30 pm
Request for 2018/19 fiscal year			
Travel Expense Claim (signed claim with receipts)	Payment Services	May 1, 2019	4:30 pm
Petty Cash	Payment Services	May 1, 2019	4:30 pm
Requisitions for After-Fact HVPOs (for goods/services already Received by April 30, 2019)	Purchasing Services	May 6, 2019	10:00 am
WebNow Electronic Routing for Approval	Payment Services	May 6, 2019	10:00 am
Coded Invoices	Payment Services	May 6, 2019	10:00 am
Cheque Requisitions	Payment Services	May 6, 2019	10:00 am

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