December Cut off dates for Financial Services

Department: Controller's Office

As in previous years we have to make some changes to cut off dates for December due to the Christmas Break. They are as follows:

Payment Services:

Please have Invoices and Travel and Expense Claims to Payment Services by 4:30pm on Wednesday December 11th, to be included in the last payment run for December. Any expense claims received after 4:30 pm on December 11th will be processed in the New Year. (exception noted below)

P&M PDR and Exempt Group PDR

Please see due date above for Expense Claims, but note that any purchases made for P&M PDR and Exempt Group PDR from December 12th to December 31st must be submitted to Payment Services by 4:30 Friday January 3rd. Again for all purchases made prior to December 12th see deadline above.

Treasury Operations:

Please have all December RRV's and External Invoices to Treasury Operations by 4pm on Wednesday, December 18th.

Controller's Office:

Please have all Journal Entries submitted to the Controller's Office by 4pm on December 20th.

Please have all Interfaces submitted to the Controller's Office by 4pm on December 19th.

If you have any questions or concerns please do not hesitate to contact any of the departments listed.

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