

UNIVERSITY of WISCONSIN
GREEN BAY

TO: Deans/Directors/Department Chairs & Administrative Support Staff

**FROM: SuAnn Detampel
Controller**

DATE: April 24, 2023

SUBJECT: Year-end Cutoff Dates for Fiscal Year 2023

IMPORTANT DATES TO REMEMBER:

[illegible]

Printing Printing Invoices to Tammy Papineau for approval. Please note that print vendors are taking longer to produce projects this year.	Friday, May 26	University Communication (CL823E)	Tammy Papineau papineat@uwgb.edu ext. 2214
Travel E-Reimbursements – Electronic expense reports submitted through the E-Reimbursement process, must be approved by supervisors and submitted to the travel auditor by Thursday, June 15. Please allow some additional time when submitting the electronic reports to ensure supervisor approvals are complete.	Thursday, June 15	Controller's Office (CL730)	Lea Truttmann travel@uwgb.edu ext. 2227
Direct Retro Salary Requests	Thursday, July 6	Payroll (CL710)	Kimberly Deering ext. 2196
Chargebacks and Cost Transfer Tool Requests	Friday, July 7	Controller's Office (CL730)	Michele Brown ext x2968

ADDITIONAL INFORMATION:

Purchasing and Accounts Payable:

All goods/services ordered must be entered and approved through ShopUW+ by June 22, 2023 for the payment to be charged to fiscal year 2023 funding. Please consider the additional time that may be required for bidding in order to meet these deadlines. Some items may be purchased from an existing mandatory DOA contract, UW-System contract or with a waiver without further bidding. Please contact the Purchasing Office at ext. 2598 or email at purchasing@uwgb.edu to confirm if a bid process is required or if you have other purchasing questions.

E-Reimbursements:

Expense reports submitted through the E-Reimbursement process, must be approved by supervisors and submitted to the travel auditor by Thursday, June 15. Please allow some additional time when submitting the electronic reports to ensure supervisor approvals are complete.

Procurement Card Purchases:

The final daily pcard transaction load into the PCard Module for fiscal year 2023 is Friday, June 23. All pcard transactions must be reconciled and approved in the PCard module by June 29. Please contact Sean Martin at ext. 2093 with questions.

Chargebacks and Cost Transfer Requests:

Fiscal year 2023 chargebacks processed after June 30, must use July 1, 2023 as the journal date. All chargebacks dated after July 1 will be charged to the next fiscal year. Chargebacks and cost transfer requests must be submitted to Marina Lyudmer by Friday, July 7.

Direct Retro Salary Requests:

The final fiscal year 2023 payroll is the June B bi-weekly payroll, which will be viewable in WISER on Monday, June 26. The final day for direct retro salary transfer requests is Thursday, July 6.