

# FY24 Closing Reminder

As we begin the final quarter of this fiscal year, we'd like to remind everyone of the upcoming Year-End deadlines.

Below are the key dates for FY24 submissions in eVA.

- **Friday, April 26:** Requisitions for goods/services \$10,000 - \$50,000
- **Friday, May 10:** Requisitions for goods/services less than \$10,000
- **Thursday, June 13:** Liquidation Requests. Any encumbrances/purchase orders carried into FY25 will be funded by the department's FY25 budget.

Please also be reminded of the following important deadlines on **June 14** and **June 17**:

- Goods/Services: Receipt of goods/services by the requesting department, receipt of the vendors' invoice by Accounts Payable, and completion of the Banner eReceiving reports must be completed by the department.
- Travel: All travel taken before **June 14** must be entered into Chrome River.
- PCard: Transactions posted prior to **June 14** will be paid in FY24.
- Interdepartmental Transfers (IDTs), Account Service Requests (ASRs), and other Journal Vouchers are due.
- Budget Adjustments due to the Office of Budget and Financial Planning are due by **June 17**.

For more detailed information on year-end planning and deadlines, please refer to the attached calendars. This information is helpful to effectively and efficiently close out FY24. Your cooperation is essential in ensuring a successful close of FY24. With your help, we look forward to a successful year-end!

Please reach out to [procurement@odu.edu](mailto:procurement@odu.edu) with any questions.

