

FY24 Closing Calendar - IN DATE ORDER			
<i>For more information, please review our 2024 Fiscal Year End Closing Calendar here: https://www1.odu.edu/finance/controller-s-office/year-end-deadlines</i>			
Due Date	Due Time	Due Date Details	Department
March 6, 2024		ETF Purchases Due	Procurement Office
April 5, 2024		Goods/Services > \$50,000 (including sole source)	Procurement Office
April 26, 2024		Goods/Services \$10,000 - \$50,000 (including sole source)	Procurement Office
May 10, 2024		Goods/Services < \$10,000 (including sole source)	Procurement Office
May 10, 2024		ManuManuM95A 41>> BDC BT1 0 0 1 41.721 491.95 Tm[J]4(u)-7(n)-7(e 2)-5(,)4()4(2)-7(0)-7(2)-7(4)I]JET EMC /P <</MCID 42>> BDC BT1 0 0 1 185.05 491.95 Tm[L]26(ast)3()4(d	
June 17, 2024	BY 10:00PM	WTE timesheets for hrly/stud hrly payroll June 1-15, 2024 must be certified by approver	Payroll
June 20, 2024		Accounting Service Requests must be submitted immediately after discovery of errors. All final ASRs are due by June 20, 2024	General Accounting/Data Control
June 21, 2024		Last day to key student refunds, Balance-of-Aid (RALL) transactions	Bursar's Office
June 24, 2024	BY 11:59PM	WTE timesheets for classified employees for pay period June 10-24, 2024 must be submitted to approvers	Payroll
June 24, 2024		Classified leave accounting records must be current for FY24 Leave Liability Reporting	Payroll
June 25, 2024	BY 10:00AM	Approvers/Proxies must approve Classified WTE hours worked/leave taken for period June 10-14, 2024	Payroll
June 27, 2024	BY 10:00AM	Departmental deposits must be submitted to Cashiers' Office	Bursar's Office
June 28, 2024	BY 10:00AM	Walk-up Deposits to the Cashiers' windows for deposit to FY24 DUE	Bursar's Office
June 28, 2024	BY 10:00AM	Departments with Online cashiering must submit cash reports	Bursar's Office
June 30, 2024		Deposits must be in the bank to be recorded as FY24	Bursar's Office
July 1, 2024		Last Hourly Payday (pay period June 1-15, 2024) & Last Salaried Payday (May 25-June 9) for FY24	Payroll
July 8, 2024		Petty cash custodians must request reimbursement for dept petty cash funds for expenditures to be charged to FY24 for June activity	Accounts Payable
July 8, 2024		Inventory reports for central services departments due to General Accounting (for inventory on hand as of June 30, 2024)	General Accounting/Data Control
July 8, 2024		Requests for Billing Services through June 30, 2024 MUST be submitted	Bursar's Office