

CAMPUS PARTNERS

2021 YEAR-END EDITION

MAY 2021 | ISSUE NO. 7



Year-End Deadlines

PLEASE SEE THE FY21 YEAR-END DEADLINES BELOW. IN ORDER TO STREAMLINE PROCESSES, WE ARE ASKING THAT P-CARDS NOT BE USED BETWEEN JUNE 8TH AND JUNE 30TH, UNLESS THERE IS AN URGENT NEED. IF YOU NEED TO PROCESS A PAYMENT WITHIN THIS TIMEFRAME, PLEASE CONTACT CAMPUS PARTNERS FOR ASSISTANCE.

Year End Deadlines

JUNE 7TH: COMPLETE FY21 PAYMENTS

FY21 invoices and payments are for services provided or items delivered through June 30, 2021.

1. Pay with your p-card if applicable OR
2. Send invoices to campuspartners@du.edu

All submitted invoices must include an appropriate “okay to pay” signature for payment to be processed. In order to expedite this process, please also include the fiscal year (‘FY21’ or ‘FY22’), FOAP (fund, org, account), and the vendor ID on the invoice if possible. Invoices that cross fiscal years should include a note when forwarded to Campus Partners so that an appropriate journal entry may be completed. Please contact Campus Partners for services/items delivered after June 7th.

JUNE 15TH: SUBMIT FY21 EXPENSE REPORTS

Fiscal year 2022 expenses for services provided/items delivered/travel completed after June 30th should be put in a future-dated expense report.

Pioneer Travel and Expense Higher-Level Approvers/Supervisors: Remember to check your approval queue regularly throughout the conclusion of the fiscal year. Expenses through June 7th require final approval by 4PM on Tuesday, June 22nd.

JUNE 22ND: FY21 CHECKS/DEPARTMENTAL DEPOSITS TO CASHIER'S OFFICE

****FY22 CONTRACT AND PURCHASE ORDER REQUESTS SHOULD BE SUBMITTED ASAP****

See Campus Partners previous newsletter for contract-related details