

| APR | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY |
|-----|--------|-----------------------------|-----------|----------|---|
| | | 1 | 2 | 3 | 4 |
| | 7 | 8 Lapsing Funds Kick-Off | 9 | 10 | 11 Commodities & Services of \$75,000+ |
| | 14 | 15 | 16 | 17 | 18 |
| | 21 | 22 | 23 | 24 | 25 All reqs \$50K - \$74.9 |
| | 28 | 29 | 30 | | |

| JUN | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY |
|-----|--------------------------|---|-----------|----------|--------|
| | 2 | 3 Lapsing Meeting | 4 | 5 | 6 |
| | 9 | 10 Lapsing Meeting | 11 | 12 | 13 |
| | 16 | 17 Lapsing Meeting | 18 | 19 | 20 |
| | 23 | 24 Lapsing Meeting Orders w/ delivery w/in two days from select WOLFMART punchout vendors | 25 | 26 | 27 |
| | 30 Last Day of the FY | | | | |

| AUG | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY |
|-----|--|---------|-----------|----------|--|
| | | | | | 1 |
| | 4 State Deadline: Budget Transfers, JTs, Etc. AC340 transactions | 5 | 6 | 7 | 8 |
| | 11 | 12 | 13 | 14 | 15 |
| | 18 | 19 | 20 | 21 | 22 All lapsed Procurement activity; Contract payments |
| | 25 | 26 | 27 | 28 | 29 |

| MAY | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY |
|-----|--------|---------------------------------|-----------|----------|---|
| | | | | 1 | 2 |
| | 5 | 6 | 7 | 8 | 9 Purchasing to notify Vendors of the cutoff dates |
| | 12 | 13 | 14 | 15 | 16 |
| | 19 | 20 Last Day for VP Rollovers | 21 | 22 | 23 |
| | 26 | 27 | 28 | 29 | 30 All reqs \$0K and \$49.9K |

| JUL | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY |
|-----|--------|----------------------|-----------|----------|--|
| | | | | | |
| | | 1 | 2 | 3 | 4 |
| | 7 | 8 Lapsing Meeting | 9 | 10 | 11 |
| | 14 | 15 | 16 | 17 | 18 |
| | 21 | 22 | 23 | 24 | 25 |
| | | Lapsing Meeting | | | All Travel/ Non Travel reimbursable expenses; All invoices for processing. |
| | 28 | 29 | 30 | 31 | |

| SEP | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY |
|-----|--------|---------|-----------|----------|---|
| | 1 | 2 | 3 | 4 | 5 All Funds other than State Deadline: Budget Transfers, JTs, Etc. |
| | 8 | 9 | 10 | 11 | 12 |
| | 15 | 16 | 17 | 18 | 19 |
| | 22 | 23 | 24 | 25 | 26 |
| | 29 | 30 | | | |

| Legend |
|-------------------------------|
| Procurement Deadline |
| Lapsing Funds Meeting |
| Controller's Office Deadlines |
| SUNY Date |