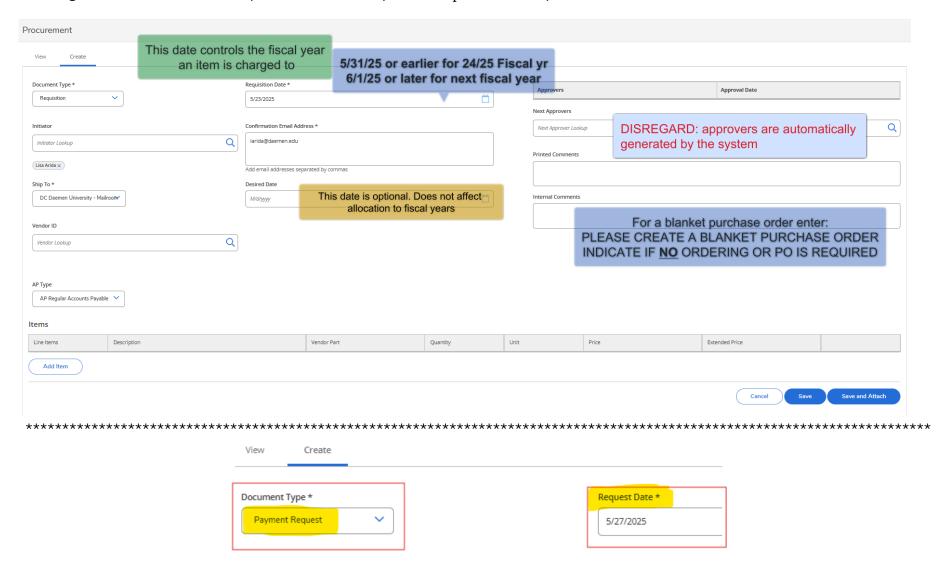
## FISCAL YEAR END DATES (5/31)

<u>CURRENT FISCAL YEAR:</u> If you are ordering goods or services for the *current fiscal year*, they must be received by 5/31 and submitted no later than June 7. If the goods/services are received by 5/31, the invoice should be put in the system with a *request date of 5/31*.

ORDERING FOR NEXT FISCAL YEAR: Goods/services being ordered for next fiscal year should have a *requisition date* of 6/1 or later. Purchasing can still create a PO and place the order if input into E-procurement prior to 6/1.



**INVOICE DATE**: use the date on the invoice from vendor **DUE DATE**: There is no space for this as it is determined by the business office.