

As we approach the end of our 22-23 fiscal year, here is some important information from the Controller's Office for the campus community to keep in mind:

**Requisitions**

- All requisitions are to be submitted by the end of business day on Monday May 15, 2023 to allow for sufficient approval and processing time. Related invoices should be submitted as soon as possible.

**Visa/Center Suite**

- All VISA charges posted to the bank by 5/31/23 will be charged to the 22-23 budget.
- Any charges that post AFTER 5/31/23 will be charged to the 23-24 budget.
  - Please note that it can take up to 1-7 business days for charges to post.

**AP Checks**

- All invoices and check requests are to be submitted by end of day on Thursday May 25, 2023 to allow for sufficient approval and processing time. AP checks will be issued on Tuesday May 30, 2023.

Please contact Accounts Payable at 888-8525 with any questions.

Controller's Office