<table>
<thead>
<tr>
<th>Budget &amp; Accounting</th>
<th>COP Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Budget amendments (re-budgeting personal services to non-personal and vice versa)</td>
<td>February 24, 2017</td>
</tr>
<tr>
<td>Income account revenue estimation</td>
<td>March 10, 2017</td>
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<tr>
<td>Income account carry forward requests</td>
<td>June 9, 2017</td>
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<tr>
<td>Journal Voucher Requests--Personal Services</td>
<td>May 22, 2017</td>
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<tr>
<td>Personnel Activity Report (PAR)</td>
<td>June 9, 2017</td>
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<tr>
<td>Income account deferred revenue</td>
<td>June 9, 2017</td>
</tr>
<tr>
<td>Journal Voucher Requests--Non-Personal Services</td>
<td>June 9, 2017</td>
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</tbody>
</table>

| Purchasing                                                                         |                  |
| Computer Equipment ($10,000 to $500,000) (no State contract) (attach CESS approval) | April 17, 2017   |
| Operating Supplies and Other Equipment ($10,000 to $500,000) (no State contract)    | April 3, 2017    |
| Computer Equipment ($10,000 to $500,000) (State contract exists) (attach CESS approval) | May 2, 2017    |
| Operating Supplies and Other Equipment ($10,000 to $500,000) (State contract exists) | April 24, 2017 |
| Computer Equipment (not under categories above)                                    | May 15, 2017     |
| Operating Supplies and Other Equipment (not under categories above) (UGA Mart)      | May 15, 2017     |
| Bulldog Print & Design                                                             | June 12, 2017    |
| Purchasing Card Charges (vendor transmitted transactions)                          | June 12, 2017    |
| Mail & Receiving Services                                                           | June 12, 2017    |
| Central Research Stores                                                             | June 12, 2017    |
| Facilities Management Work Order Charges (for work completed and billed)           | June 16, 2017    |
| VT&M--Fuel purchased and service provided                                           | June 16, 2017    |

| Travel                                                                             |                  |
| Travel with Airfare Direct Charged                                                 | June 9, 2017     |
| Approved Travel Expense Statements                                                 | June 12, 2017    |

<p>| Others                                                                             |                  |
| Physical Plant Work Orders                                                        | April 7, 2017    |</p>
<table>
<thead>
<tr>
<th>Task</th>
<th>Deadline</th>
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<tbody>
<tr>
<td>Faculty Appointments for July 1, 2017</td>
<td>May 1, 2017</td>
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<tr>
<td>Check Requests</td>
<td>June 12, 2017</td>
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<tr>
<td>E-ticket processing</td>
<td>June 12, 2017</td>
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<tr>
<td>Cash and Credit Card Receipts</td>
<td>June 23, 2017</td>
</tr>
</tbody>
</table>

Note: (a) Funds relating to out-of-state travel to be completed by 9/30/17 may be encumbered by FY 2017 funds. (b) Deadlines are applicable for both electronic and paper copies (where applicable).