College of Pharmacy	
Fiscal Year 2012-2013 Deadlines	
Budget & Accounting	**COP Deadline**
Budget amendments (re-budgeting personal services to non-personal and vice versa)	March 8, 2013
Income account revenue estimation	March 8, 2013
Income account carry forward requests	April 8, 2013
Journal Voucher Requests--Personal Services	May 28, 2013
Personnel Activity Report (PAR)	June 10, 2013
Income account deferred revenue	June 14, 2013
Journal Voucher Requests--Non-Personal Services	June 14, 2013
Purchasing	
Computer Equipment ($10,000 to $500,000) (no State contract) (attach CESS approval)	April 26, 2013
Operating Supplies and Other Equipment ($10,000 to $500,000) (no State contract)	April 26, 2013
Computer Equipment ($10,000 to $500,000) (State contract exists) (attach CESS approval)	May 17, 2013
Operating Supplies and Other Equipment ($10,000 to $500,000) (State contract exists)	May 17, 2013
Computer Equipment (under $5,000)	May 17, 2013
Operating Supplies and Other Equipment (under $5,000)	May 17, 2013
University Printing Department	June 7, 2013
Purchasing Card Charges (vendor transmitted transactions)	June 17, 2013
Campus Mail and Central Duplicating	June 18, 2013
Central Office Supply	June 18, 2013
Central Research Stores	June 18, 2013
Physical Plant Work Order Charges (for work completed and billed)	June 21, 2013
VT&M--Fuel purchased and service provided	June 21, 2013
Maintenance agreements for renewals (include account number)	Before Due Date
Travel	
Travel with Airfare Direct Charged	June 7, 2013
Approved Travel Expense Statements	June 14, 2013
Others	
Physical Plant Work Orders	April 12, 2013

Faculty Appointments for July 1, 2013	May 17, 2013
Check Requests	June 17, 2013
E-ticket processing	June 17, 2013
Cash and Credit Card Receipts	June 25, 2013
Payroll	
Hourly Payroll - Pay period 6/13-6/26 (Pay date 7/5)	June 27, 2013
Salaried Payroll - Pay period 6/20-7/3 (Pay date 7/12)	July 4, 2013
Hourly Payroll - Pay period 6/2-7/10 (Pay date 7/19)	July 11, 2013
Payroll Accruals for salaried bi-weekly and hourly bi-weekly payrolls	June 12, 2013
Note: (a) Funds relating to out-of-state travel to be completed by 9/30/13 may be encumbered by FY 2013 funds.	
(b) Deadlines are applicable for both electronic and paper copies (where applicable)	