



**FULL CALENDAR**

FY23 Item	FY24 Item
-----------	-----------

Date	Item
March 21, 2023	Banner requisitions are open to enter for FY24
April 3, 2023	Last day to enter purchases in excess of \$5,000 (not available on an MPA or within CCRI's delegated authority to process)
April 10, 2023	State-issued blanket POs starting July 1, 2023 ( <i>EXCLUDING</i> WB Mason)
May 15, 2023	Last day to enter purchases less than/equal to \$5,000
	Last day to enter one-time WB Mason requisitions
June 5, 2023	Last day to enter purchases utilizing WB Mason blanket PO (by 3pm)
June 30, 2023	End of FY23
July 1, 2023	Start of FY24
July 10, 2023	June 2023 P-Card Expense Report
July 14, 2023	All travel expense reports, employee reimbursements, and monthly mileage
July 14, 2023	Last day for processing FY23 invoices and credits
July 17, 2023	Invoices received on and after this date will be processed against FY 24 budget
Any time	State-issued blanket POs not needed for July 1
Can begin once budget is posted	Purchases less than/equal to \$5,000
	WB Mason blanket PO requests
12 weeks prior to date needed	Non-blanket, state-issued requisitions

**CONTACTS**

**Purchasing**  
 Knight Campus  
 2nd Floor, Administration Offices  
[purchasing@ccri.edu](mailto:purchasing@ccri.edu)  
[www.ccri.edu/purchasing](http://www.ccri.edu/purchasing)

**Accounts Payable**  
 Knight Campus  
 2nd Floor, Administration Offices  
[accounts.payable@ccri.edu](mailto:accounts.payable@ccri.edu)  
[www.ccri.edu/accountspayable](http://www.ccri.edu/accountspayable)

**Grants Accounting**  
 Paul Rylander  
 Assistant Controller  
 2nd Floor, Administration Offices  
[prylander@ccri.edu](mailto:prylander@ccri.edu)

**Tools and Resources**  
[www.ccri.edu/financeandstrategy/toolsandresources](http://www.ccri.edu/financeandstrategy/toolsandresources)

**Finance and Strategy**  
[www.ccri.edu/financeandstrategy](http://www.ccri.edu/financeandstrategy)

cc: S. Hogan  
D. Rawlinson  
R. Sullivan