

Tips for a Smooth Year End



Utilize Financial Reports

Check your Open PO Report and Departmental Budget Summary weekly.



Follow Up with Vendors

If you haven't received your items and it's been several weeks, contact the vendor for an update.



Plan Ahead with WB Mason

Order what you need before online ordering closes (June 5th) so you're not stuck without supplies for the time it's closed.



Check Chrome River

Login to Chrome River regularly to check for approvals, drafts, or returned expense reports for Travel or P-Card.



Identify Upcoming Needs

If you need to purchase goods/services for the summer months, these requisitions need to be placed by May 15.



Begin to Think About Your Budget

Reflect on how you've spent funds this fiscal year and how you would like to allocate funds for FY24.