



## Memorandum

---

To: Account Managers

From: Stephanie Jennings, Accounting & Financial Services  
Beth Ward, Procurement Services

Date: March 4, 2024

Re: Closing Schedule - Fiscal Year 2023-24

### 2023-24 FISCAL YEAR CLOSING

Below is the closing schedule for the 2023-24 fiscal year. Please review this schedule and note due dates on your calendars. Please forward to appropriate support staff for review. If you have any questions, please contact Stephanie Jennings in Accounting at 4155 or Beth Ward in Procurement at 4090.

The dates listed on this schedule also apply to ALL Grants & Contracts regardless of the grant end date. You will be notified by Grants Accounting of any exceptions to these dates.

All transaction dates listed are fixed. The Accounting Department will adhere to these deadlines to determine posting for each fiscal year. MSU IABs, transfers of expenses, or university billings will NOT be processed if they are not received in Accounting by July 5th. These will NOT be deferred to the 2024-25 fiscal year. Departments are asked to ensure all IABs are fully signed and completed by this date.

Purchases that can be charged to an MSU Purchasing Card may be made at any time prior to June 30, 2024 and charged to the 2023-24 fiscal year, as long as the charge is posted by the bank and delivery is made before June 30, 2024 .

March 15 All network wiring adds or change requests using FY24 funding must include an email of approval of expenditure from the appropriate Account Manager and submitted to Network Operations by 4:30 p.m.

All virtual server adds or change requests using FY24 funding must include an email of approval of expenditure from the appropriate Account Manager and submitted to Systems Administration by 4:30 p.m.

All Virtual Desktops and/or Associated Licensing requests must include email of approval of expenditure from appropriate Account Manager and submitted to the Service Desk by 4:30 p.m.

March 28 All requests for Facilities Management NEW projects funded with FY24 funds must be received by Facilities Management by 4:30 p.m. This deadline is for the establishment of a project with reasonable budget planning and does not guarantee the project can be started in FY24. Project scheduling is performed by the Facilities Design & Construction Office. Any questions should be directed to Lisa Morgan at 4127.

All Project Scope Adjustments and project closure requests must be received by Jason Youngblood by 4:30 p.m. Any questions should be directed to Lisa Morgan at 4127.

April 4 All central file storage requests must include email of approval of expenditure from appropriate Account Manager and submitted to Systems Administration by 4:30 p.m.

April 5 All Software/Licenses/Hardware quotes for requisitions over \$2,500 requested through the Service Desk must include email of approval of expenditure from appropriate Account Manager and Vice President and be submitted to the Service Desk by 4:30 p.m.

April 8 All requests for Information Technology NEW projects funded with FY24 funds must be received by Tami Dandeneau in Information Systems by 4:30 p.m. Any questions should be directed to Tami Dandeneau at 3148.

All Project Scope Adjustments and project closure requests for Information Technology projects funded with FY24 funds must be received by Tami Dandeneau in Information Systems by 4:30 p.m. Any questions should be directed to Tami Dandeneau at 3148.

April 12 All requisitions, including those on price contract, and those that require bidding, must be received with full approval in Procurement by 4 p.m., and shall state delivery is required prior to June 30, 2024. Buyers will review requisitions as they arrive. Any requisition for items which cannot be delivered prior to the June 30 deadline will be returned to the originator to be re-entered as a FY25 purchase. All questions should be directed to the appropriate buyer.

April 25 All Facilities Management projects and Information Technology projects (including scope adjustments and project closures) are due to VPFAS by 4:30 p.m.







