

Printing Printing Invoices to Tammy Papineau for approval. Please note that print vendors are taking longer to produce projects this year.	Friday, May 24	University Communication (CL823E)	Tammy Papineau papineat@uwgb.edu ext. 2214
Travel E-Reimbursements – Electronic expense reports submitted through the E-Reimbursement process, must be approved by supervisors and submitted to the travel auditor by Thursday, June 15. Please allow some additional time when submitting the electronic reports to ensure supervisor approvals are complete.	Friday, May 24	Controller’s Office (CL730)	Lea Truttmann travel@uwgb.edu ext. 2227
Direct Retro Salary Requests	Monday, July 8	Payroll (CL710)	Kimberly Deering ext. 2196
Chargebacks and Cost Transfer Tool Requests	Monday, July 8	Controller’s Office (CL730)	Michele Brown ext x2968

ADDITIONAL INFORMATION:

Purchasing and Accounts Payable:

All goods/services ordered must be entered and approved through ShopUW+ by June 19, 2024 for the payment to be charged to fiscal year 2024 funding. Please consider the additional time that may be required for bidding in order to meet these deadlines as well as the time needed for the ShopUW+ approvals to be completed. Some items may be purchased from an existing mandatory DOA contract, UW-System contract or with a waiver without further bidding. Please contact the Purchasing Office at ext. 2598 or email at purchasing@uwgb.edu to confirm if a bid process is required or if you have other purchasing questions.

E-Reimbursements:

Expense reports submitted through the E-Reimbursement process, must be approved by supervisors and submitted to the travel auditor by Friday, May 24. Please allow some additional time when submitting the electronic reports to ensure supervisor approvals are complete.

Procurement Card (PCard) Purchases:

The final daily Pcard transaction load into the PCard Module for fiscal year 2024 is Friday, June 21. All Pcard transactions must be reconciled and approved in the PCard module by Wednesday, June 26. Please contact Sean Martin at ext. 2598 with questions.

Chargebacks and Cost Transfer Requests:

Fiscal year 2024 chargebacks processed after June 30, must use July 1, 2024 as the journal date. All chargebacks dated after July 1 will be charged to the next fiscal year. Chargebacks and cost transfer requests must be submitted to Marina Stafford by Monday, July 8.

Direct Retro Salary Requests:

The final fiscal year 2024 payroll is the June C bi-weekly payroll, which will be viewable in WISER on Monday, July 8. The final day for direct retro salary transfer requests is Monday, July 8.