

The June 2016



BRC Blast of the Month

It's a busy, busy time of year, fiscal close is drawing near!



BRC FISCAL CLOSE DEADLINES	
June 2015-July 2016	
Deadline to Submit Item to the BRC	Description of Item
Friday 6/3, noon	<i>Vendor invoices & check requests</i> dated prior to and including 5/31/2016
Wednesday, 6/8, noon	Reimbursement for <i>travel/entertainment</i> that took place prior to May 31, 2016
Monday, 6/13, noon	<i>Vendor invoices and check requests</i> with invoice date 6/1/16 – 6/ 13/2016
Wednesday 6/15, noon	Reimbursement for <i>travel/entertainment</i> occurring 6/1/16 – 6/ 13/2016
Wednesday 6/15, 5PM	<i>P-Card Transactions</i> – last day for P-Card transactions (<u>anything purchased after this date will appear in FY 16-17</u>)
Monday 6/20, noon	<i>Recharges</i> (last chance to recharge an expense for FY 15-16)
Monday 6/20, noon	<i>Vendor invoices and check requests</i> with an invoice date after 6/13/2016
Friday 6/24, noon	Request for <i>change orders and closing open commitments</i> for FY 15-16
Tuesday 6/28, noon	Reimbursement for <i>travel/entertainment</i> occurring 6/13/2016 – 6/27/16 (must be submitted to audit)
Friday, 7/1, noon	On-line Intercampus <i>NPEARS</i> (Non-Payroll Expenditure Adjustments)
Tuesday 6/30, 2PM	<i>Check deposits</i> to be included in FY15-16 ledgers due to BRC cashier
Monday 7/8, noon	Year-end <i>accruals/deferrals</i> for items \$25,000 or more (for preliminary ledger)
Monday 7/11, noon	On-line Local <i>NPEARS</i> (<u>last chance to move any FY 15-16 expenses</u>)

If you want to know more about fiscal close [click here](#)

YOU CAN REACH US AT:

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BLASTS from the PAST are at <http://www.ucop.edu/business-resource-center/policies-and-guidance/brc-blasts/index.html>