



### **Fiscal year-end reminders for invoices, check requests and travel forms**

Fiscal year 2019 ends on Monday, Sept. 30. It is essential that all revenues and expenses be properly accounted for in the correct fiscal year. Please begin making preparations so that your department will be in compliance with the following requests.

#### **Invoices and check requests**

Due to the high volume of invoices and check requests processed at year-end, Accounts Payable needs to receive these invoices and check requests as soon as possible after receipt. Be mindful to process/approve any invoices in your Lawson or Image Now in-basket as soon as possible.

Accounting will accrue all invoices related to fiscal year 2019 received in Accounts Payable by **Friday, Oct. 4**. Any invoice or check request received after this date may not be accrued.

#### **Travel forms**

All travel expense reimbursement requests must be submitted in the fiscal year in which the travel occurs. For this to occur, all travel on or before Monday, Sept. 30 must be submitted by 5 p.m. on **Wednesday, Oct. 2**.