

# ECOLOGY - FY2023 Spending Deadlines

Project funds are not affected by these deadlines.

Fiscal Year 2023 (July 1, 2022 – June 30, 2023).

General funds are not eligible for carryover spending. Student awards are not eligible for carryover spending unless the student has express written notice from the account holder that can be presented to Ecology's CBO.

Even still all deadlines apply.

**Deadlines will be strictly enforced and are subject to change without notice.**

**Black Out Period: June 11 – July 4, 2023.**

**Requests using project funds will still be processed but may be delayed during this time.**

## **PAYROLL** (general funds and student awards): **February 1, annually**

- No adjustments to payroll (except for project speed types) can be made after February 1, annually.
- Time recorded through June 30 will be charged to the FY23 budget only if time is recorded by the employee and approved by the supervisor by July 1, 2023. Otherwise, it will be charged to your FY24 budget.
  - If you will not have general funds in FY24 you will need to provide a project speed type in which the payroll charges are allocable.

## **STUDENT AWARDS: June 11, 2023**

## **PAYMENT REQUESTS: June 11, 2023**

- Payment requests (invoices) with supporting documentation to be charged to FY23 funds must be in the Ecology Business Office by June 11, 2023.
- A request for \$2,500 or more **MUST** be processed as a purchase order.

## **TRAVEL: June 11, 2023**

- Travel Authorities, Direct Charged Airfare, and Expense Statement Reimbursement Requests with supporting documentation must be in the Ecology Business Office by June 11, 2023 (for travel that concludes June 18, 2023).
- Reach out to your [finance contact](#) regarding travel that concludes between June 19 and June 28.

**TRAVEL and NON-TRAVEL expense reports beginning June 19 will be made against the following fiscal year budget (FY24).**

**If you will not have general funds in FY24 you must provide an FY24 valid speed type.**

## **PURCHASE REQUESTS** (also known as purchase orders/POs/UGAmart): **HARD DEADLINE: June 11, 2023**

### **Other deadlines listed below**

- **To *GUARANTEE* purchases are encumbered against your FY23 budget: May 13, 2023**
  - If you anticipate the purchase of a large ticket item (\$25,000 or more) please work with your [finance contact](#) as soon as possible and certainly **before the final deadline of March 5, 2023**. Items of this caliber will likely require a bidding process.
  - Orders may be submitted up through **June 4, 2021** but are not guaranteed to be charged against FY21 funds. Please plan accordingly.
- IT Purchases (computer, printer, laptops, etc.): Please work with Brian Perkins by **April 1, 2023**.

## **INTRA-UNIVERSITY CHARGES: June 11, 2023**

- This includes direct charges with other UGA departments such as Bulldog Print + Design, CAIS, Greenhouse, Skidaway, etc.

## **TRANSACTIONS INVOLVING SPONSORED/RESTRICTED FUNDS:**

If your **grant ends 6/30/21**, please be aware there may be a delay in processing requests due to Central's focus on closing out year end.

[Questions?](#)