

Accounts Payable FY22 Year-End Processing Cut-Off Dates

Accounts Payable*:

Friday, June 10, 5PM	Final day to request Final Closing of Purchase Orders in FY 2022
Friday, June 17, 5PM	Purchase order invoices to be processed in FY 2022 Requests to correct and reverse receipts for FY 2022 Foreign Currency Non-PO Payment Requests to be processed in FY 2022
Thursday, June 30, <i>approved in Penn Marketplace by 3PM**</i>	Non-PO payment requests to be recorded in FY 2022

**** The dates and times listed above for Accounts Payable are the year-end processing cut-off dates and times for the AP Office. In order to ensure that your requests are processed before the end of the fiscal year, we are requesting you submit all forms by the dates and times listed. Requests submitted after these dates may still be processed before the end of the fiscal year; however, due to the increased volume of requests we receive during this time, we cannot guarantee they will be processed.***