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, approved in Non-PO payment requests to be recorded in Penn Marketplace by 3PM**

* 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.