

## **Accounts Payable FY23 Year-End Processing Cut-Off Dates**

### **Accounts Payable\*:**

Friday, December 8, 5PM

Final day to request Final Closing of Purchase Orders & Requests to correct and reverse receipts

Monday, December 11, 5PM

Purchase order invoices to be processed in FY 2023

Requests to correct and reverse receipts for FY 2023

Foreign Currency Non-PO Payment Requests to be processed in FY 2023

Saturday, December 30, *approved in Penn Marketplace* by 4PM

Non-PO payment requests to be recorded in FY 2023

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

***Accounts Payable will be closed for the Winter Break (Dec 25 – Jan 1).***

***If you have an urgent matter you can email [reneenow@upenn.edu](mailto:reneenow@upenn.edu) & [smithlis@upenn.edu](mailto:smithlis@upenn.edu) for assistance.***