

AGENDA

WEEK ONE – JUNE 6TH AND 7TH

DEADLINES

JUNE 10th

- **Credit Card Transactions** – please have all transactions in by Thursday the 8th

JUNE 29th (In Accounts Payable Workflow)

- Mileage incurred up to 05-31-2023
- Employee Reimbursement for purchases up to 05-31-2023
- Employee and Student Travel (Expense Report) incurred up to 05-31-2023
- Summer School Refunds
- Non-Employee Reimbursement incurred up to 05-31-2023

MY ACCOUNTS

- Clear negative balances for fund 199
- Clear positive balances for 461
- 2118 & 2119 object codes should be negative
- Clear Encumbrances

NOTES:

OPEN PURCHASE ORDERS

- Review open Purchase Orders
- Back out Receivers & Cancel remaining

NOTES:

BUDGET CHANGE REQUEST

- **Budget Change Requests** is Friday, **August 4, 2023** - The reason for the early deadline is that budget changes have to be approved at the August board meeting.

NOTES:

REPORTS

- Encumbrance Report - Review all open encumbrances
- Open Purchase Order Report – back out receivers(if needed) and cancel remaining
- Receivers Needed Report – will be sent out my Laura Rivera and Roseann Reynoso

NOTES:

ACTION ITEMS

- Clear negative balances for 199
- Clear positive balances for 461
- Clear positive Liability accounts (2118 and 2119) should be negative
- Complete Budget Change Request (BCR)
- Clear open encumbrances
- Complete Receivers