

TIMETABLE FOR PROCESSING ALL TRANSACTIONS

DATES SHOWN BELOW ARE FOR RECEIPT IN BUSINESS SERVICES

21 N Park St., Suite 6101, Madison, WI 53715-1218

Transaction Type	Due Date
External Requisitions with a dollar amount \$25,000 & over requiring bid process* must be received in Purchasing Services, Suite 6101, 21 N Park St.	April 1, 2009
External Requisitions may begin to be created for FY 2010 in the External Requisition Generator in MyUW.	April 6, 2009
External Requisitions with a dollar amount \$5000 - \$24,999 requiring a bid process * must be received in Purchasing Services, Suite 6101, 21 N Park St.	April 17, 2009
Orders after this date and expected to be received after June 30th must be charged to the new fiscal year, FY 2010.	May 29, 2009
Salary Encumbrance application opens for FY10 entries.	June 1, 2009
Any external requisition that <ul style="list-style-type: none"> • has a dollar amount NOT requiring bid process ** • is less than \$5000, including confirming telephone and fax orders • is PO ready from a Delegated department* Must be received in Purchasing Services, Suite 6101, 21 N Park St.	June 12, 2009
Encumbrance Management Forms for FY 2009 approved by your Dean's office must be received in Purchasing Services. <i>Email forms to purch@busssvc.wisc.edu</i>	June 12, 2009
Justification to Carryover Prior Fiscal Year POs	June 15, 2009
Invoices from External Vendors that are referencing expiring blanket orders must be received in Accounts Payable, Suite 5301, 21 N Park St.	June 17, 2009
Materials Distribution Services (MDS) Orders for items in stock and ready for delivery from all Prime Vendors. <i>Remember, back orders may be delivered after July 1, and therefore will be charged to FY 2010.</i> <i>MDS Customer Service 608-497-4400</i>	June 19, 2009
Travel Expense Reports (TER), Employee Reimbursements (ER) & Payment To Individual Reports (PIR) for all expenses incurred prior to 7/1/09 must be received in Accounts Payable, Suite 5301, 21 N Park St.	June 19, 2009
Direct Payment billings for services/supplies received prior to 7/1/09	June 19, 2009

must be received in Accounts Payable, Suite 5301, 21 N Park St.	
Refund of Receipt form for money deposited with the University as a receipt or sales credit prior to 7/1/09 must be received in Cash Management, Suite 6101, N. Park St.	June 19, 2009
Salary Payment Transfers <ul style="list-style-type: none"> • Allow sufficient time for Research & Sponsored Programs approval, if necessary and must be received in Accounting Services, Suite 6101, 21 N Park St. Non-Salary Payment Transfers <ul style="list-style-type: none"> • Allow sufficient time for Research & Sponsored Programs approval, if necessary and must be received in Accounting Services, Suite 6101, 21 N Park St. 	June 24, 2009
Internal invoices and Internal Work Order billings for supplies/services received before 7/1/09 must be received in Accounting Services, Suite 5301, 21 N. Park St.	June 24, 2009
Emergency transactions on FY 2009 funding only, must be received in Accounting Services, Suite 5301, 21 N. Park St.	June 26, 2009 before 9:00 AM
Purchasing Card - All orders must be placed early enough to allow the vendor time to process the transaction and submit the charge to US Bank on or before Friday June 26th. The turn around time varies by merchant. Orders placed the week of June 22nd may or may not post to FY 2009.	June 26, 2009
Internal billings for supplies/services received before 7/1/09 must be received in Accounting Services, Suite 5301, 21 N. Park St.	June 26, 2009
Receipt/Sales Credit Deposit Forms Must be received in Bursars Office, 333 East Campus Mall # 10501, Madison, WI 53715-1383	June 30, 2009
Vendor Refund Deposits Must be received in Cash Management, Suite 6101, 21 N Park St.	June 30, 2009
Last day that Travel Expense Reports (TER), Refund of Receipts, Employee Reimbursements (ER), Payment to Individual Reports (PIR), Direct Payments (DP), and invoices from External Vendors vouchers will post to FY 2009. The transactions will be visible in WISDM the following morning.	June 30, 2009
Last day that e-Reimbursement Expense Reports will post to FY 2009. The transactions will be visible in WISDM the following morning.	June 30, 2009
Any e-Reimbursement Expense Reports that are fully approved by	June 30, 2009

approximately 7:30 AM will be processed in FY 2009	Approx. 7:30 AM
Freight: Departments who are currently using any shipping service must make sure that the funding line to be charged is valid for FY 2010. We encourage you to contact your current shipping providers to make sure the funding information has been changed.	July 1, 2009
Encumbrances will begin to occur and be available in WISDM after this date.	July 2, 2009
Last day to enter Accounting code changes for Purchasing Card	July 2, 2009 before 12:00 noon
Last day for major billing units to process JRB journals for supplies/services received before July 1, 2009.	July 3, 2009
Last day for Purchasing Card posting. This will be visible on WISDM on Tuesday, July 7, 2009.	July 3, 2009
Voucher entry of PO payments for FY 2010 begins.	July 6, 2009
All FY 2009 Salary Encumbrances will be closed by this date.	July 6, 2009
Last payroll for FY 2009 (June end of month) will post tonight.	July 6, 2009
A system job will be run to cancel (zero) out FY2009 salary encumbrances.	July 8, 2009
Last entry for FY 2009 internal billings, cost transfers, and revenue transfers in JET by Accounting Services staff.	July 8, 2009
JET available for FY 2010 entry of internal billings and cost transfers.	July 13, 2009
FY 2009 final adjustments by Madison Budget Office and Accounting Services only	July 13,14, & 15, 2009

* All goods and services ordered after May 29, 2009 must have a planned receipt date by June 30, 2009 to be charged for FY 2009.

** Some items may be purchased from an existing UW-Madison or UW System contract, state bulletin or waiver regardless of dollar amount. If in doubt, contact Purchasing Services to determine if the bid process is required