To: The Lynn University Community From: Procurement – Finance

Subject: Closing of FY 2023

Date: May 31, 2023

Good afternoon and Happy Friday:

**Friday, June 30, 2023 is the last business day of Fiscal Year 2023 (FY23)**.  We are beginning the process to ensure a smooth close. Below are a few reminders and key dates:

**Requisitions/PO’s:**

June 12th:            Procurement must receive all requisitions for approved items for FY23. This will allow for the items to be ordered and delivered by Friday, June 30th.

June 30th:            Please notify Procurement of any Items that will not be delivered to Lynn University before June 30th . They will need be reassigned to FY24.

**Credit Cards:**

June 23rd:            Transactions made on the VISA procurement or expense card may be made up until Friday June 23th, as long as the supplier processes the transaction on that day.

June 24th - 30thThese are the blackout dates for all credit cards. Visa transactions take a few days longer to process into Workday. **Please do not use your credit card during the blackout dates.**

July 1st:                You can begin using your Visa card on Saturday, July 1st.  All transactions processed on or after July 1st will be processed as verifications or expense reports in Workday and assigned to FY24.

**Invoices:**

June 1st:              **Please do not hold on to invoices.** They must be turned in as soon as possible, regardless of the date.

July 17th:             **All invoices for FY23 must be submitted into Workday no later than Monday, July 17th** so there is sufficient time to process payment before Friday, July 21st.  Any invoice related to FY23 that arrives after July 17th, **will be charged to FY24**.

Thank you all for your help and cooperation on the completion of another fiscal year.  We appreciate all of your collaboration, insights and participation in engaging with our team and Workday.