

## 2018 Year End Important Dates

Deadline Dates	Activity
June 1, 2018	BY2019 State Level Budgets must be entered in MAGIC.
June 15, 2018	Portal table changes must be submitted to OFM.
June 15, 2018	SPAHRS crosswalk tables will be rolled to BY2019.
June 20, 2018	Delete unused asset shells.
June 25, 2018	Approvals on ALL FY 2018 parked documents.
June 25, 2018	Submit cash move form to OFM for establishing BY2019 cash.
June 29 – July 5, 2018	No RFX openings or closing should occur between these dates.
June 29, 2018	MAGIC and SPAHRS will come down at <b>5:00</b> .
	Purchase orders must be approved by agency by 5:00.
	POs should be issued for contracts with an end date of June 30 <sup>th</sup> .
	Petty cash should be reconciled.
	Goods receipts (WEs) should be entered for items received.
	Review dates on internal orders and grants.
	Review grants assigned to grant internal orders.
	Return agency contact information form to OFM.
July 23, 2018	Submit final reimbursement for BY2018 petty cash.
July 17, 2018	Settle BY2018 travel advances.
August 16, 2018	Submit BY2018 waiver letter request to OFM.
August 21, 2018	Approve BY2018 JE documents.
August 27, 2018	Approve BY2018 payment documents.
August 31, 2018	The end of the BY2018 Lapse period.