

Critical Date	Year-End Item
March 12	Last day to submit vacation forms for vacation used by March 31 and last day to use your PCard for expenses to be charged to the FY2021
March 15	Revenue & Expenditure Adjustment forms; Internal & External Invoices for Services related to the months of April 2020 to February 2021 due to FRASubmissions@smu.ca
March 19	Final day for submitting Wire Transfers to P2PSubmissions@smu.ca by 5pm and final day to submit Stores requisitions for supplies by NOON
March 22	Final day to place hospitality catering orders with Aramark for FY2021
March 29-31	Inventory and Distribution <u>CLOSED</u> for physical inventory count
March 31	Goods or services ordered must be physically received by March 31 to be an expense of FY2021
April 07	Invoices, Reimbursement Forms, & Capital Project Invoices are due in P2P. There will be <u>no latitude to process items that arrive after April 07 for FY2021</u>
April 09	Revenue & Expenditure Adjustment forms; Internal & External Invoices for Services related to the month of March ONLY are due to FRASubmissions@smu.ca
April 14	Copies of billings for any earned cost recoveries for FY2021 not yet recorded due
April 14-15	Preliminary Financial Reports for March 2021 will be available for review in Vena and BOE, discrepancies or issues must be reported to Financial Services by April 16