**Financial year end deadlines**

**Cheques / cash**

**Deadline - 30 July (3.30pm)**

Pay your cheques and cash in to the cashiers' office by 30 July (make sure you've receipted it on an income received pad or receipt book though or we'll have to decline it ☹). Petty cash must also be collected by this date.

**Student expenses, balance of advances and payment requests**

**Deadline - 24 July (5.00pm)**

Student expense claims with receipts (unless mileage), payment request forms (for ad hoc payments) and supplier invoices should be sent to us by 24 July. Additionally, if you have had a staff advance of expenses you must ensure that the balance of advance (the fabulous task of figuring out what you've spent against what you were advanced) with receipts is also with us by this date.

**Staff Expenses**

**Deadline - 24 July (5.00pm)**

Expense claims with receipts (unless mileage) should be submitted on Core by 24 July for payment by 31 July. For any claims for 24 - 31 July you should be aiming to submit it by 6 August, so we can capture the costs in 2014/15.

**Pay claims (Overtime, Academic Additional Hours, Associate Lecturer, Zero Hours Staff, some Casual Workers)**

**Deadline - 24 July**

The deadline for online claims is 24 July to ensure authorisation and submission by 5 August. If you are an approver please ensure that you authorise any claims promptly.

For any work completed between 24 July and 31 July you should be aiming to submit it by 6 August, so we can capture the costs in 2014/15.

**Pay claims (SHU9s)**

**Deadline - 20 July**

The deadline for SHU9 claims is 20 July to ensure payment on 18 August. Please try and ensure any Specialist Visiting Lecturer claims for work done up to 20 July are submitted in order to ensure costs are accounted for in the correct financial year.

**Purchase cards**

**Deadline - 29 July (5.00pm)**

First of all, can you remember your Fraedom (formerly Spendvision) password?! If not, reset that asap to ensure that you can login to update and authorise your transactions in Fraedom by 29 July. Transactions authorised by 5.00pm will be reflected in the 2014/15 accounts.

**Purchase orders - Have you received your stuff?**

**Deadline - 31 July (3.00pm)**

If you've ordered something using a purchase order requisition (P2P system) and have **received** your stuff you need to tell us by 31 July. If it's coming after 31 July we're not interested! Well, we are, but not just yet. Telling us you have received your stuff means that the cost of the goods/services will come out of your 2014/15 budget and will be accurately reflected in the accounts, but you **must** have received them on or before 31 July.

**Sales invoice requests**

**Deadline - 24 July (5.00pm)**

Do you need to bill an external customer for work or services you have provided? Do it before 24 July! Your sales invoice requests must only be for work/services you have provided up to 31 July.

**Invoices for foreign payments**

**Deadline - 21 July (5.00pm)**

If you have an invoice, for goods/services received pre 31 July that needs to be paid before the end of the financial year, in anything other than £ sterling, please send to the Purchase Ledger team (Oneleven) before the close of business on 21 July.