**Financial year end deadlines**

**Cheques /Cash/Petty Cash**

**Deadline - 28 July (5pm)**

Pay your cheques and cash in to the cashiers office by 28 July (please make sure that you've receipted it on an income received pad or receipt book). Petty cash must also be collected by this date.

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

**Deadline - 22 July (5pm)**

Student expense claims with receipts (unless mileage), payment request forms (for ad hoc payments) and supplier invoices should be sent to us by 22 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 - 22 July (5pm)**

Expense claims with receipts (unless mileage) should be submitted on Core by 22 July for payment by 29 July. For any claims for 22 - 31 July you should be aiming to submit it by 5 August, so we can capture the costs in 2015/16.

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

**Deadline - 5 July**

The deadline for online claims is 5 July to be fully authorised.

Any claims, approved by Approver 2 which are received after 5 July will hit the August payroll.

**Payments to Suppliers**

**Deadline - 22 July (5pm)**

The Cheque and BACS payments will need to be completed on Wednesday 27 July to ensure that the file is processed by the bank on 29 July.

**Purchase cards**

**Deadline - 27 July (5pm)**

First of all, can you remember your Fraedom password? (formerly Spendvision). If not, reset that asap to ensure that you can login to update and authorise your transactions in Fraedom by 27 July. Transactions authorised by 5.00pm will be reflected in the 2015/16 accounts.

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

**Deadline - 29 July (3pm)**

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 2015/16 budget and will be accurately reflected in the accounts, but you **must** have received them on or before 31 July.

**Sales invoice requests**

**Deadline - 27 July (5pm)**

Do you need to bill an external customer for work or services you have provided? Please do it before 27 July. Your sales invoice requests must only be for work/services you have provided up to 31 July.

**Invoices for foreign payments**

**Deadline - 20 July (5pm)**

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](mailto:mailto:!%20finance%20(payments%20out)) before the close of business on 20 July.