

2024-2025 Financial Year End Processing & Purchasing Due Dates

Note: Purchasing due dates are designed to ensure that all goods ordered in FY 2024-2025 and received in FY 2024-2025 are charged to your FY 2024-2025 budget.

Accounting rules are such that even if you order something prior to March 31st, 2025 but it arrives after that date, the College is obligated to charge your FY 2025-2026 budget for the cost of the item.

Should you be unable to meet the published due dates below, an email will need to be sent from your manager to Gord Warner, Associate Director, Strategic Procurement, requesting an extension so that your requisition can be processed. Extensions will be approved on a case-by-case basis.

Please note that due to the Canada Post strike, please govern your procurements accordingly because the enormous backlog may affect deliveries into the new year.

DATE	DESCRIPTION	CONTACT
Tuesday February 11	<p><i>COLLEGE EQUIPMENT PURCHASE REQUISITIONS</i> Last day for approved College Purchase Requisitions entered and approved in Workday <u>for equipment over \$5,000</u> (except Campus Store). If the goods arrive on campus after March 31, they <u>will</u> be charged to your FY 2025-2026 budget.</p>	<p>Phil Roy roy@algonquincollege.com</p>
Thursday February 20	<p><i>COLLEGE PURCHASE REQUISITIONS</i> Last day for all approved College Purchase Requisitions entered and approved in Workday (except Campus Store). It is anticipated that four weeks of lead-time is enough to make sure the goods are received by the end of the fiscal year. N.B. If you are buying something that you know has a long lead-time (furniture or perhaps it is coming from the U.S.) then please give us as much lead-time as you can since, if the goods arrive on campus after March 31, they <u>will</u> be charged to your FY 2025-2026 budget.</p>	<p>Phil Roy roy@algonquincollege.com</p>
Friday March 14	<p><i>WIRE PAYMENTS</i> Last day for <u>Wire Payment</u> requests for processing in FY 2024-2025.</p>	<p>Tara Vicckies vicckit@algonquincollege.com</p>
	<p><i>GRAND & TOY PURCHASES</i> Last day for all purchases up to this date and must be received in the College no later than March 31.</p>	<p>Gord Warner warnerg@algonquincollege.com</p>
	<p><i>CAMPUS STORE PURCHASE REQUISITIONS</i> Last day for all approved Campus Store purchase requisitions. Must be received in the College no later than March 31.</p>	
	<p><i>CREDIT CARD PURCHASES</i> Last day for credit card purchases for goods to be shipped to the College. Must be received in the College no later than March 31.</p>	

DATE	DESCRIPTION	CONTACT
Monday March 31	<p>GOODS RECEIVED Last day to receive goods for FY 2024-2025. Goods received after this date will be charged to <u>FY 2025-2026</u>. Ensure all packing slips for items (dropped off and picked up) are brought to Central Shipping & Receiving by this date for processing.</p>	Gord Warner warnerg@algonquincollege.com
	<p>CASH RECEIPTS All payments received up to and including March 31, 2025 must be receipted and entered into either the Student Accounts Receivable System (SARS) or Workday by the close of business March 31, 2025.</p>	Tara Vicckies vicckit@algonquincollege.com
	<p>PAYROLL Final Full Time pay for FY 2024-2025 is March 28. A 1 day accrual will be done for Full Time salaries. Part Time pay for the period March 1 – March 14 will be paid on the March 28 pay. Pay for part time hours worked from March 15 to 28 will be paid on April 11. There will be an 11 day accrual.</p>	Brenda Klerks klerksb@algonquincollege.com
	<p>TRAVEL EXPENSE CLAIMS* Last day to submit travel claims in Workday (with cost center manager approval) for travel taking place by March 31, 2025. <i>Note: You must prepare <u>separate</u> travel claims for April travel. Do not mix March and April expenses on the same claim.</i></p>	Tara Vicckies vicckit@algonquincollege.com
Wednesday April 2	<p>CUSTOMER INVOICE REQUESTS* Last day to submit in Workday (with cost center manager approval) requests for invoices for goods and services provided on or before March 31, 2025.</p>	Tara Vicckies vicckit@algonquincollege.com
	<p>ACCOUNTS PAYABLE (SUPPLIER) INVOICES* Last day to submit Supplier Invoices for payment for goods and services provided on or before March 31, 2025.</p>	Tara Vicckies vicckit@algonquincollege.com
Thursday April 3	<p>INVENTORY COUNTS Food Services, Print Shop, Hospitality, Hair Salon and Spa, Bookstore, PPE and Pembroke inventory count reports due to Financial Services.</p>	Shianthi Algama algamad1@algonquincollege.com
	<p>CREDIT CARD CHARGES All transactions for the period March 1 to 31 will be available online to cardholders by Tuesday, April 1. Completed online reports must be <u>submitted and approved in Workday by Thursday, April 3</u> in order to be processed in FY 2024-2025. <u>Note: charges can be coded at any time up to the deadline. Please ensure the expense report date is March 31 or earlier. If you enter an April date, the transactions will post in the next fiscal year.</u></p>	Tara Vicckies vicckit@algonquincollege.com

DATE	DESCRIPTION	CONTACT
Friday April 4	Final day for Accounts Payable to review, approve and post credit card transactions in Workday.	Tara Vicckies vicckit@algonquincollege.com
Monday April 7 (12:00PM)	Final day for approval of Supplier Invoices by cost center managers in Workday (12:00PM) .	Tara Vicckies vicckit@algonquincollege.com
Tuesday April 8	All processing for FY 2024-2025 will be complete and Goods Received Not Invoiced (GRNI) accrual will be booked.	Cresdelle Zubrycki zubrycc@algonquincollege.com
Wednesday April 9 to Thursday April 10	<u>CHECK CR – FINANCIAL ROLLUP BY ORGANIZATION REPORT IN WORKDAY DAILY</u> To ensure all transactions have been processed and included in FY 2024-2025, check <i>CR – Financial Rollup by Organization</i> in Workday. Notify Financial Services if any adjustments are required. You will not be able to request adjustments after April 10 without special approval from the Associate Director, Financial Operations.	Cresdelle Zubrycki zubrycc@algonquincollege.com Kelli Doucet doucetk@algonquincollege.com
Thursday April 10	<i>JOURNAL ENTRIES</i> All 2024-2025 journal entries must be approved in Workday by 5:00PM.	Kelli Doucet doucetk@algonquincollege.com
Wednesday April 16	Final day for Financial Services to make post-close adjustments.	Kelli Doucet doucetk@algonquincollege.com
April 1 to May 31	Asset disposal moratorium	Doreen Jans jansd@algonquincollege.com

**Dates subject to change. Changes, if necessary, will be communicated in advance.*