

FY19 Year-End Deadlines

The Office of Fiscal Operations, Appropriation Control has set the deadlines noted below to ensure that the Department uses all of its FY19 funding. **Failure to meet these deadlines risks funding availability.** The Department cannot guarantee the payment of late claims and/or late claims might have to wait until the following fiscal year (June 2020) for funds to be available. We appreciate your cooperation and thank you for helping us be good stewards of our funds.

Travel Deadlines

June 7	All claims for travel that occurred up to May 31, 2019
June 21	Any June travel to be paid with 8g funds due to the Office of Fiscal Operations, Appropriation Control/Travel
July 5	Any June travel to be paid with TANF or Carl Perkins funds due to the Office of Fiscal Operations, Appropriation Control/Travel
July 15	Any other June travel due to the Office of Fiscal Operations, Appropriation Control/Travel

P-Card Deadlines*

May 31	Last day for FY19 P-Card purchases
June 1 - July 9	All P-Cards reduced to \$1.00 spending limit
July 10	P-Cards return to standard limits

* If there are June events for which a P-Card holder needs an exception, please submit a written request to Andrea Kirumba at Andrea.Kirumba@la.gov.

LEA/Subgrantee Claims Deadlines

June 21	8g claims due in eGMS
July 5	<ul style="list-style-type: none"> • TANF claims for June expenses are due in eGMS July 5, 2019. Note: All TANF claims for July - May must be submitted by the 20th of the month after the expense is incurred. DCFS is strictly enforcing this requirement. • Carl Perkins claims due in eGMS July 5, 2019
July 12	All other state and federal awards (excluding 8g, TANF, and Carl Perkins) ending June 30, 2019, due in eGMS

Purchase Orders/Professional Contracts

March 27	Purchase orders \$5,000 over needing to be entered in LAGOV/PROACT
April 26	Contracts submitted to Fiscal Operations if they will need to be entered in LAGOV or PROACT