

FY23 Year-End Deadlines

The deadlines noted below have been established by the Department to ensure it uses all of its FY23 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 2024) for funds to be available. We appreciate your cooperation and thank you for helping us be good stewards of our funds.

Travel Deadlines

June 16	All claims for travel that occurred up to May 31, 2022 , due to the Fiscal Operations Travel Office
June 19	<u>Any June</u> travel to be paid with 8g funds due to the Fiscal Operations Travel Office
July 5	<u>Any June</u> travel to be paid with TANF or Carl Perkins funds due to the Fiscal Operations Travel Office
July 7	<u>Any other June</u> travel due to the Fiscal Operations Travel Office

Purchasing Deadlines *(before confirming purchase with vendor, ensure that delivery can occur on or before June 30, 2023)*

March 24	Last day to submit Metastorm Requisitions that require shopping Carts in LaGov
March 31	Last day to enter Purchasing Shopping Carts in LaGov ((must be approved at all other levels by April 1.)
May 19	Last day to submit Metastorm Requisitions for P-Card Purchases
May 26	Last day for FY23 P-Card purchases (All P-Cards reduced to \$1.00 spending limit)

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

Contracts Deadlines (before confirming purchase with vendor, ensure that services will be completed on or before June 30, 2023)

March 8	Last day to submit FY23 Professional Services contracts/amendments AND Contract Summary Forms (\$50,000 or over) via the Contract Tracker for April approval (No BESE Meetings in February and May)
March 31	Last day to submit FY23 Professional Services contracts/amendments (\$20,001 - \$49,999) via the Contract Tracker
April 14	Last day to submit FY23 Professional Contracts \$20,000 or under via Contract Tracker
May 3	Deadline for FY24 contracts, beginning July 1, 2023, for June BESE meeting.
May 12	Last day for FY23 Contracts/Amendments to be submitted to OSP. (must be approved at all other levels through LaGov.)

Invoice Deadlines (approved/signed vendor invoices or contract billing forms must be submitted)

June 19	<u>Any invoice to be paid with 8g funds</u> due to Fiscal Operations, Appropriation Control - Payables Unit
July 5	<u>Any invoice to be paid with TANF or Carl Perkins funds</u> due to Fiscal Operations, Appropriation Control - Payables Unit
July 14	<u>Any other invoices</u> due to Fiscal Operations, Appropriation Control - Payables Unit

LEA/Subgrantee Claims Deadline

June 19	8g claims due in eGMS
July 5	Carl Perkins claims for June expenses are due in eGMS
July 14	All other state and federal awards (excluding 8g and Carl Perkins) ending June 30, 2023 , due in eGMS