**DISBURSEMENTS**

**FISCAL CLOSING DATES 15/16**

Paper and online payment documents, including invoices and requests for scrip must be **received** inDisbursements by the following dates:

**Marketplace Invoices**

* Invoices associated with a purchase order that begins with a 9 will post to the ledger based on the transaction date the invoice is successfully loaded in IFIS.
* For invoices over $9,999 approved through the workflow process, please indicate when the item was received in the invoice comments section of the workflow step.

**Invoices and Other Billings MUST BE RECEIVED BY**

* Invoices (utilities & non campus purchase order related) 6/24
* Petty cash schedule 6/24
* Requests for payment & check adjustments 6/24

**MyPayments**

* Payment requests 6/24
* Scrip (requests for issuance of scrip) 6/24
* Visa Gift Card requests 6/24

*NOTE: Date applies to all supporting documentation and final departmental approvals*

**Wires**

* Wires must be submitted to Payment Services by 6/24

(Travel and Entertainment related wires to Travel team by 6/1)

**Express Card**

* Transaction files received from US Bank generating an email on July 4 or earlier, will post to the June operating ledger.
* Transactions with an ECManager IFIS postdate through July 12 will post to the June ledger. Corrections to these transactions must be made by noon on this date.

**External Accounts Payable Files**

* Electronic files uploaded by authorized departments need to be received by ACT by July 14.

**Questions? Contact us through** [**BFSupport**](https://bfsupport.ucsd.edu/)