

**PORTLAND STATE UNIVERSITY
FISCAL YEAR 2011-2012 MONTHLY CLOSING SCHEDULE**

FISCAL PERIOD	CALENDAR MONTH - YEAR	DUE DATES				NOTES
		IIT JV	TRAVEL/PERSONAL REIMBURSEMENT	INVOICE/JV	CLOSING	
01	JUL - 2011	Tuesday, AUG 2nd	Wednesday, AUG 3rd	Thursday, AUG 4th	Tuesday, AUG 9th	
02	AUG - 2011	Friday, SEP 2nd	Tuesday, SEP 6th	Wednesday, SEP 7th	Monday, SEP 12th	
03	SEP - 2011	Tuesday, OCT 4th	Wednesday, OCT 5th	Thursday, OCT 6th	Tuesday, OCT 11th	1st quarter
04	OCT - 2011	Wednesday, NOV 2nd	Thursday, NOV 3rd	Friday, NOV 4th	Wednesday, NOV 9th	
05	NOV - 2011	Friday, DEC 2nd	Monday, DEC 5th	Tuesday, DEC 6th	Friday, DEC 9th	
06	DEC - 2011	Wednesday, JAN 4th	Thursday, JAN 5th	Friday, JAN 6th	Wednesday, JAN 11th	2nd quarter
07	JAN - 2012	Thursday, FEB 2nd	Friday, FEB 3rd	Monday, FEB 6th	Thursday, FEB 9th	
08	FEB - 2012	Friday, MAR 2nd	Monday, MAR 5th	Tuesday, MAR 6th	Friday, MAR 9th	
09	MAR - 2012	Tuesday, APR 3rd	Wednesday, APR 4th	Thursday, MAR 5th	Tuesday, APR 10th	3rd quarter
10	APR - 2012	Wednesday, MAY 2nd	Thursday, MAY 3rd	Friday, MAY 4th	Wednesday, MAY 9th	
11	MAY -2012	Monday, JUN 4th	Tuesday, JUN 5th	Wednesday, JUN 6th	Monday, JUN 11th	
12	JUN - 2012	Tuesday, JUL 3rd	Thursday, JUL 5th	Friday, JUL 6th	Wednesday, JUL 11th	4th quarter - PRELIM
14	JUN -2012 adjusted				TBA	Final FY12

June 2012 deadlines for periods 12 and 14 are dependent on OUS FY12 Closing Schedule requirements
Actual PSU departmental deadlines for FY12 year-end closing of the books will be announced May 2012

DEPARTMENT DEADLINES:

INTER INSTITUTIONAL JV SUBMISSION

REIMBURSEMENT SUBMISSION

INVOICE/JV COMPLETION, APPROVAL & SUBMISSION

Following end of month:

2nd working day

3rd working day

4th working day

BUSINESS AFFAIRS PROCESSING/PERIOD CLOSE DEADLINE

7th working day