

Area	Description	Who	Deadline	Contact
Procurement	Requisitions over \$10K for FY24 entered & approved.	All employees	Fri Mar 1, 2024	purchasing@selkirk.ca
Procurement	Requisitions under \$10K for FY24 entered & approved.	All employees	Fri Mar 8, 2024	purchasing@selkirk.ca
Accounts Payable	All employee reimbursements up to Feb 29 to be submitted to EEPayables/entered into Unit 4. This includes all travel, travel clearances, PD and PD clearances, expense reimbursements and mileage, ALL occurring prior to Feb 29th.	All employees	Fri Mar 8, 2024	eepayables@selkirk.ca
Payroll	Submission of TEC and work study hours for FY24 Unit 4	TEC and work study	Mon Mar 25, 2024	mblack@selkirk.ca or jbrown@selkirk.ca
Payroll	Approve TEC and work study hours for FY24 in Unit 4	Budget Officers	Tues Mar 26, 2024	mblack@selkirk.ca or jbrown@selkirk.ca
Accounts Receivable	Close all Point of Sale machines and SLED batches. All cash deposits to bank or cashier	Cashiers	Thus Mar 28, 2024	accountsreceivable@selkirk.ca
ALL	FY24 Close		Sun Mar 31, 2024	
Accounts Receivable	Submission of all FY24 Requests to invoice to AR	Budget Officers	Wed Apr 3, 2024	accountsreceivable@selkirk.ca
Accounts Payable	Submission of any outstanding FY24 invoices to be paid	Budget Officers	Wed Apr 3, 2024	accountspayable@selkirk.ca
Accounts Payable	Submission of PCARD reconciliations for PCARD holders	PCARD holders	Wed Apr 3, 2024	eepayables@selkirk.ca
Accounts Payable	Submission of FY24 Petty Cash reconciliations	Petty cash holders	Wed Apr 3, 2024	eepayables@selkirk.ca
Accounts Payable	Submission of all travel/mileage/PD/reimbursement occurring between Mar 1-31st. (Prior to Feb 28th - see previous deadline)	All employees	Wed Apr 3, 2024	eepayables@selkirk.ca
Accounts Receivable	Submission of all FY24 revenue reports to Accounts Receivable	All revenue report submitters	Wed Apr 3, 2024	accountsreceivable@selkirk.ca
Journal entries	Submission of all FY24 Journal Voucher requests	Budget Officers	Wed Apr 3, 2024	accounting@selkirk.ca
Accounts Payable	Approve all FY24 Approved/Received invoices in Unit 4	Budget Officers	Fri Apr 5, 2024	accountspayable@selkirk.ca
Accounts Payable	Approve all FY24 employee expenses in Unit 4	Budget Officers	Fri Apr 5, 2024	eepayables@selkirk.ca
Accounts Payable	Approve all PCARD transactions for PCARD holders	Budget Officers	Fri Apr 5, 2024	eepayables@selkirk.ca