

Date: June, 2021
To: ALL DEPARTMENTS
From: Debbie W. Farris, Director of Disbursements
RE: **DEADLINES FOR INVOICES FOR FY 2021**

Our current fiscal year, FY 21, closed on June 30th. Please observe the following procedures:

- (1) All outstanding invoices should be sent to the Disbursements Office promptly so that payment can be made out of our current fiscal year budget.
- (2) **All INVOICES, REGARDLESS OF THE AMOUNT**
 - * must be dated no later than June 30, 2021
 - * must be received in the Disbursements Office by July 16, 2021 in order to be included in FY'21.

Thank You.