

2024 Year End Important Dates

Deadline Dates	Activity
June 7, 2024	BY2025 State Level Budgets must be entered in MAGIC.
June 13, 2024	SPAHRs crosswalk updates for BY2025 submitted to OFM.
June 14, 2024	Portal table changes must be submitted to OFM.
June 17, 2024	ALL agency level approvals on FY 2024 parked documents.
June 17, 2024	Submit cash move form to OFM for establishing BY2025 cash.
June 21, 2024	Delete unused asset shells.
June 27, 2024	Approvals on all cash receipt documents.
June 28, 2024	MAGIC and SPAHRs will come down at 12:00 p.m.
	Checks and cash for approved cash receipt documents must be received by OFM no later than 10:00 a.m.
	Purchase orders must be approved by agency by 12:00 noon.
	POs should be issued for contracts with an end date of June 30 th .
	Petty cash should be reconciled.
	Goods receipts (WEs) should be entered for items received.
	Review dates on internal orders and grants.
	Review grants assigned to grant internal orders.
	Due date for agency contact information form to be returned to OFM.
June 28 to July 2, 2024	No RFx openings or closing should occur between these dates.
July 17, 2024	Settle BY2024 travel advances.
July 22, 2024	Submit final reimbursement for BY2024 petty cash.
August 1, 2024	FY2026 Budget Request is due.
August 12, 2024	Submit BY2024 waiver letter request to OFM.
August 19, 2024	ALL agency level approvals on BY2024 payment documents.
August 22, 2024	Approve BY2024 JE documents requiring DFA/OFR approval.
August 31, 2024	The end of the BY2024 Lapse period.