Reminder: FY16 Closing Schedule for PantherExpress

The close of Fiscal Year 2016 is approaching. Please refer to the original Departmental Closing Schedule for Fiscal Year 2016 where you will find the following PantherExpress and Financial Records Services cut-off dates:

- PantherExpress System and PRISM transactions to be approved by Purchasing Services
- Specialty Form invoices in the PantherExpress System
- Invoiced and fully matched PantherExpress System and PRISM Purchase Orders
- Paper disbursements, T&Bs, travel advances, and petty cash reimbursements to the Payment Processing Department
- Online T&Bs
- P-card purchases and application transfers
- Paper journal entries and salary/wage cost transfers to the Financial Records Services Department

If you have questions about the closing schedule, please contact PantherExpress Customer Service by submitting an inquiry, by sending an email, or by calling 412-624-3578. Thank you.

Best Regards,

University of Pittsburgh - PantherExpress