

Date Sent: May 27, 2016

To: Purchmerge@list.pitt.edu

**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*