

# Grants & Categorical December Fiscal Deadlines

December 2021

**WEEKS FROM END:**

October 22, 2021  
8 weeks prior to end of grant

November 5, 2021  
6 weeks prior to end of grant

November 26, 2021  
3 weeks prior to end of grant

December 3, 2021  
2 weeks prior to end of grant

December 17, 2021  
end of grant

December 17, 2021 by 1pm  
Grant End Date

January 7, 2022 by 12pm  
1 week after end of grant

January 14, 2022 by 12pm  
2 weeks after end of grant

**LAST DAY TO:**

Generate a new requisition for Purchase or Blanket Order (except for Office Depot.) Items must be received by grant end date.

Generate a new requisition for a Custom Order from the Bookstore.

Charge against existing Blanket Purchase Orders, including Office Depot and the Bookstore. Last day to charge against credit cards (CalCards, Visa, Staples, Costco, etc.)

Charge against your program/grant's duplicating budget with Print Svcs.

Submit green overtime, yellow short-term hourly time sheets for employees, and manual white timesheets for students for time worked beyond the 19th of the month in which the grant ends.

All items or orders must be received by grant end date to pay using the respective grant fund.

Submit travel & mileage reimbursement claims for trips taken prior to the end of the grant date.

Submit payment requests/invoices to Accounts Payable for processing using grant funds.