



Jannelvy Martinez  
Purchasing Agent

# CITY OF LAWRENCE

OFFICE OF PURCHASING & CITY CONTRACTS

City Hall • 200 Common Street, Suite 301 • Lawrence, MA 01840  
Tel: (978) 620-3242 • www.cityoflawrence.com

Hello,

Below are important **Key Dates** that you will need to acknowledge so that all your end of year financial activities are booked. Please carefully review these dates and note that contract clean-up requires we close purchase orders, requisitions and invoices linked to expired contracts by the end of the fiscal year.

## END OF YEAR IMPORTANT DATES:

Activity	Due Date	Activity Description
PURGING PO'S	EOB Friday, June 25, 2021	All purchase orders for which you have a legitimate invoice shall be paid by the last check run in FY '21. Older purchase orders with no receiving and/or invoice should be closed or AP personnel should contact vendor and request an invoice be submitted immediately.
REQUISITION ENTRY	EOB Friday, June 25, 2021	All orders for supplies, services or construction shall be encumbered in order to forward to next year. <u>PLEASE NOTE: Invoices anticipated to be paid next year for services or supplies ordered by June 25, 2021 and are contract related MUST have a purchase order linked with the contract to roll over.</u> CONTRACT + FY '21 PO = SUCCESSFULL ROLL OVER.
INVOICES	4:00 p.m. Wednesday, July 7, 2021	All invoices to be paid this fiscal year must be keyed into MUNIS and approved.
CASH RECEIPTS	12:00 p.m. Wednesday, June 30, 2021	All cash receipts with cash &/or checks must be submitted physically to the Treasurer's Office no later than 12:00 p.m.
	4:00 p.m. Tuesday, July 6, 2021	All FY21 WIRE cash receipts must be submitted to the Treasurer's Office no later than 4:00 p.m.