

### **JE Cutoff Dates in September, December, March and June**

The cutoff date for submitting journal entries to Quality Assurance is two (2) business days prior to the end of each month. Due to the compressed time line for reporting on the stimulus funding from the federal government, these cutoff dates, which are displayed on the financial calendar, will be strictly enforced in the months where stimulus reporting is required. These months are: September, December, March and June.

We encourage everyone to adhere to the policy every month. But, we will no longer be in the position to offer any kind of "grace period" in the four months mentioned above.

This is effective immediately.