



## FISCAL YEAR 2019 YEAR END INSTRUCTIONS

### Office of Financial Services

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Please be reminded that the University's fiscal year 2019 is coming to an end. In preparation for the final close, all **revenues earned** and all **goods and services received on or before June 30, 2019** must be reported in the financial records. To ensure that this information is received by Financial Services in a timely manner, please adhere to the following procedures.

