

Day	Month	Time	Step	Explanation	Help Phone/Email	Responsible Unit
26*	November	Noon	International Orders	Submit all orders being shipped from overseas by 12pm 26 November 2021. Where suppliers are unable to deliver before 21 December, we will request that delivery does not occur until after the 5th of January.	Supply Chain Hub Enquiries	Supply Chain
26*	November	Noon	Refrigerated/Frozen/Special Orders	Submit all refrigerated, frozen and/or special orders by 12pm 26 November 2021 to avoid any perishable goods arriving over the Christmas break.	Supply Chain Hub Enquiries	
10*	December	Noon	Domestic NZ orders	Submit all domestic (NZ) orders by 12pm	Supply Chain Hub Enquiries	
17*	December	Noon	Travel Purchase Orders	Submit all travel purchase orders by 12pm	Supply Chain Hub Enquiries	
*Orders requested after these dates will be processed in the new year, from Wednesday 5th January onwards.						
10	December	4:00pm	Reimbursements	AP reimbursements to be paid in 2021 need to be coded, approved, and paperwork returned to AP by 4pm 10 December 2021.	Accounts@otago.ac.nz Ext. 8730	Accounts Payable
15	December	4:00pm	Invoices	All AP invoices to be posted in 2021 need to be coded, and approved in workflow by 4pm 15 December 2021.	Accounts@otago.ac.nz Ext. 8730	
12	January	12pm	P-Card Transaction Approvals	All outstanding 2021 PCard transactions must be coded by 12pm 14th January 2022 All 2021 statements must be approved and returned to accounts with supporting documentation by no later than the 31st January 2022.	Accounts@otago.ac.nz Ext. 8730	
21	December	Noon	Departmental Banking	To enable receipting to be completed in a timely manner all Departmental banking's are required to be completed as soon as possible, and sent to the bank or to Cashiers (for lodgement at the bank) by no later than midday on 21 December 2021 to give Revenue Management Cashiers time to process.	cashiers@otago.ac.nz Ext. 8219	Revenue Management
21	December	4pm	Banking Summaries	Please remember to send banking summaries and any information relating to the Bank deposits to us as soon as possible and no later than end of day on 21 December 2021 to fsd.cashiers@otago.ac.nz as we still receive some banking summaries after the deposits have appeared on the Bank statement.	cashiers@otago.ac.nz Ext. 8219	
21	December	5pm	AR Invoice Requests	If you require any AR invoices to be raised and posted in 2021, please ensure all smart form requests are submitted by 5pm on 20 December 2021. Any smart forms received after this date will be processed in January 2022.	receivables@otago.ac.nz Ext. 7306	