

TO: All Employees  
FROM: Kyle M. Berard, Assistant Vice President for Finance and Controller  
RE: May 31, 2024 Fiscal Year End Processing and Key Dates  
DATE: April 10, 2024

Please review the following guidelines for the upcoming May 31, 2024 fiscal year end close of the College's financial records. You are encouraged to submit expense reimbursements, invoices for payment, and related items in advance of the deadlines. As a reminder, all transactions are handled through Oracle Cloud. Training materials are located at <https://www.skdmore.edu/oracle-training/index.php>. If you have any questions or a situation that requires special attention, please see

---

---

---

---

---