

## ATTACHMENT

### CMCS Deadlines

#### ON-LINE TRANSACTIONS

- **REQUISITIONS**

Requisitions for all codes except Capital Improvement codes supported by appropriations from certain bond issues and Certificates of Participation (COPs):

Submit daily by 10:30 am for same day processing. Submit by 11:30 am on the last day of each month for same day processing. Requisitions for the prior month shall be submitted by the first working day of the current month. OSC in consultation with OSBM will analyze for approval the transactions submitted after the first working day. Transactions not approved will be deleted from CMCS. The transactions will be resubmitted by the agency with a current month date.

Requisitions for Capital Improvement funds to be paid out of appropriations supported by bond issues or COPs:

Submit by Thursday 10:30 am for Friday processing. The letter A must be included as the last field of the requisition number.

- **TRANSFERS**

Transfer of Funds Between all Budget Codes except Capital Improvement codes to be paid out of appropriations supported by certain bond issues:

Submit daily by 10:30 am for same day processing. Submit by 11:30 am on last day of month for same day processing. Transfers for the prior month shall be submitted by the first working day of the current month. OSC in consultation with OSBM will analyze for approval the transactions submitted after the first working day. Transactions not approved will be deleted from CMCS. The transactions will be resubmitted by the agency with a current month date.

Transfers out of Capital Improvements Codes to be paid out of appropriations supported by the following bond issues:

Submit by Thursday 10:30 am for Friday processing. The letter A must be included as the first field of the reference number.

#### **DEPOSITS**

Submit according to the schedule prescribed by the Department of State Treasurer. Deposits for the prior month shall be submitted by the first working day of the current month. OSC in consultation with OSBM will analyze for approval the transactions submitted after the first working day. The transactions will be resubmitted by the agency with a current month date.

- **NOTE:** If your agency experiences difficulty in entering requisitions or transfers because of equipment problems or problems with SIPS connections, contact OSC prior to 10:00am to insure same day processing.