



ALABAMA DEPARTMENT OF
**Early Childhood
Education**

Honorable Kay Ivey, Governor
Barbara J. Cooper, Ph.D., Secretary

DATE: June 16, 2021
TO: ADECE Staff
FROM: Secretary Barbara Cooper *BAC*
RE: Accounting Deadlines for FY 2021

The end of Fiscal Year 2021 is fast approaching. Here are some important dates to be aware of:

- **July 30th** is the ADECE purchasing deadline. This includes books, materials, and equipment. If you are planning to purchase any of these items, you should meet with Eria White by June 28th to determine the documentation needed.
- **August 1st and August 16th**- there will be no new staff starting on either of these dates. After July 16th, new staff will begin September 1st.
- **October 8th** is the last day to submit invoices for contractual work through September 30th. Please work with contractors and Eria ASAP to estimate the amount to be billed for contractual work through September 30th.
- **October 30th** is the absolute last day to submit ALL travel reimbursement forms for any travel in fiscal year 2021. Travel submitted after this date may not be reimbursed.

If you have any questions about these deadlines, please see Dianna Tullier to address your concerns.