

**FAMIS v5 Flash # (247): Reminder Regarding Work Orders**

**WHO:** All Department involve in Work Orders

**WHAT:** Performing departments must complete all billings by June 9, 2017. Requesting departments must complete all approvals by June 15, 2017. Controller's Office will process unresolved work orders by June 16, 2017.

**WHEN:** June 9, 2017 for billings. June 15, 2017 for work order approvals. June 16, 2017 for unresolved work orders.

**WHY:** Preparation in transitioning to PeopleSoft

**HOW YOU CAN HELP:** Ensure to follow the key date on Work Order

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