

# Standard Operating Procedure (SOP): Submission Timelines and Cut-off Periods

## Purpose

This SOP defines the **submission timelines and cut-off periods** to ensure timely and accurate processing of all documents and requests. It includes clear deadlines for submissions, guidelines for cut-off times, procedures for late submissions, and responsibilities of involved personnel. Adhering to these timelines helps maintain operational efficiency, compliance with regulatory requirements, and effective communication across departments.

## Scope

This SOP applies to all employees, departments, and external stakeholders responsible for submitting documents, forms, or requests that require official processing.

## Definitions

- **Submission Deadline:** The latest date and time by which a document or request must be submitted for processing.
- **Cut-off Period:** The specific time after which submissions will not be processed for a particular cycle and will be deferred to the next cycle.
- **Late Submission:** Any submission made after the designated cut-off period.

## Responsibilities

- **Submitters:** Ensure timely and accurate completion and submission of all required documents by the specified deadlines.
- **Receivers/Processors:** Monitor receipt of submissions, log all received documents, and notify submitters of any discrepancies or late arrivals.
- **Supervisors/Managers:** Oversee adherence to SOP, provide guidance, and resolve any escalated issues related to submission timelines.

## Submission Timelines and Cut-off Schedule

Document/Request Type	Submission Deadline	Cut-off Period	Notes
Expense Reports	5th of each month, 5:00 PM	After 5th, 5:00 PM, processed next cycle	Ensure receipts are attached
Project Proposals	Every Friday, 2:00 PM	After Friday, 2:00 PM, next Friday	Use standard proposal template
Purchase Requests	Daily, 11:00 AM	After 11:00 AM, next business day	Emergency requests: contact procurement

## Procedures

1. Refer to the above table for applicable deadlines and cut-off times according to the document or request type.

- 2. Submit completed documents and required attachments via the designated channel (email, portal, in-person) before the stated cut-off period.
- 3. Receivers/processors must acknowledge receipt within 1 business day.
- 4. **Late Submissions:**
  - Submissions after the cut-off period will be logged as received but marked "Late." Processing will occur in the next available cycle unless special approval is granted.
  - Submitter must complete and attach a *Late Submission Justification Form* for each late item.
  - Supervisors may exercise discretion on accepting late submissions based on urgency and impact.
- 5. Track, archive, and report all submissions and any exceptions monthly.

## Compliance and Enforcement

- Repeated failure to comply with submission timelines may result in escalated action, including notification to departmental heads and, if necessary, HR involvement.
- Compliance will be monitored and reviewed quarterly by the Process Oversight Committee.

## Revision History

Version	Date	Description	Approved By
1.0	2024-06-10	Initial SOP Release	Process Oversight Committee

For questions, feedback, or to request an exception, contact the Process Oversight Committee at [support@company.com](mailto:support@company.com).