



Fiscal Year-End Deadlines

Fiscal Year 2025-2026

CATEGORY	FORWARD TO
Annual PeopleSoft Security reviewing	AVP of Budget & Planning
<u>Transfers</u>	
Budget Transfers	Budget Administration
Expenditure Transfer & Payroll Transfer through April 1	Controller's Office
Expenditure Transfer & Payroll Transfer last quarter	Controller's Office
Payroll transfer of funds for July 2025 thru March 2026	Payroll Office
Payroll transfer of funds for April 2026	Payroll Office
Payroll transfer of funds for May 2026 - No transfer of funds will be accepted after the deadline	Payroll Office
<u>Accounts Payable</u>	
Direct Pay Requests delivered to Accounts Payable by June 8, 2026	AP & Travel
Payment made to an individual for anticipated expenses for services through 06/30/26, email the IC Pre-Hire worksheet to the BFS Tax Compliance link by 06/03/26.	AP & Travel
Request for Refunds (FS)	One Stop
Update Pcard charges in PeopleSoft	AP & Travel
Submit hardcopy of P-card charges/statement to Accounts Payable	AP & Travel
Submit PO Invoices to Accounts Payable for payment	AP & Travel
Last day to print student and non-student checks	One Stop & AP & Travel
<u>Travel & Cashiering</u>	
Travel Expense Claims	AP & Travel
Moving and Relocation Expenses: Anticipated expenses through June 30, 2026	AP & Travel
Travel accruals for travel claims that have not been submitted to One Stop, anticipated travel expenses through June 30, 2026	AP & Travel
Use the Journal Upload Template in the URG Teams Folder	AP & Travel
Petty cash reimbursement	AP & Travel
Departmental Deposits	AP & Travel
<i>Departmental Deposits must be received before 2:00 pm on June 30th, 2026</i>	
<u>Chargebacks & Invoicing</u>	
Request for invoicing through 06/30/26	Controller's Office
Chargebacks for Facilities Services	Controller's Office
Postage	Distribution Center
United Parcel Service Charges	Distribution Center
Chargeback for Mail Services	Controller's Office
Chargebacks for UPS	Controller's Office
Chargebacks for Printing Services	Controller's Office
Chargebacks for Public Affairs	Controller's Office
Publications/Public Affairs	Strategic Communications
Charges for Telecom	Controller's Office
Public Safety/Parking	Controller's Office

Due Date					
Items must be arrived to department by					
2026					
Jan	Feb	Mar	Apr	May	Jun
				1	
					8
			27		15
			6	18	
				23	
					8
					10
					26
					29
					29
					10
					29
					17
					2
					25
					15
					10
					30
					3
					3
					1
					3
					3
				25	3
					3
				18	3
					3
					3
Jan	Feb	Mar	Apr	May	Jun



Fiscal Year-End Deadlines

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CATEGORY

FORWARD TO

Facilities Operations

Outstanding Facilities Work Orders
Work Request (Chargebacks) - FY 2025/2026 involving bidding
Work Request (Chargebacks) - FY 2025/2026 Not requiring bidding but requiring purchase orders of \$15,000 and above
Work Request (Chargebacks) FY 2025/2026 Not requiring bidding and purchase orders less than \$15,000

Controller's Office
Facilities Ops
Facilities Ops
Facilities Ops

Human Resources Management

Time-based changes, leaves, etc.
ETF's for Summer Session appointments
Last day to enter Summer Session appointments into PeopleSoft

HRM-Faculty Affairs/Benefits
HRM-Faculty Affairs/Benefits
HRM-Faculty Affairs/Benefits

Procurement and Contracts

Procurement purchases requiring **formal bidding**
Deadline for **requisitions** with all supporting documents attached to be submitted to Procurement. The requisitions must be budget checked and approved.
Funds disencumbrances request
Last day to **augment** a Purchase Order (change order)
Procurement/US Bank Card purchases (Pcard)

Procurement
Procurement
Procurement
Procurement

NOTE:

*Deadlines applicable to state side, auxiliaries, affiliations and UAS

Telecommunications

Add, moves & changes
Network charges
Voice mail and purchases

Telecomm
Telecomm
Telecomm

Due Date					
Items must be arrived to department by					
2026					
Jan	Feb	Mar	Apr	May	Jun
		2			16
		30			
		30			
					8
				4	
				18	
			6		
				18	
					8
					8
					22
				18	
				18	
				18	
Jan	Feb	Mar	Apr	May	Jun

Office Locations

AVPAF - Administration SSB 6320
Budget - Administration SSB 6321
One Stop SSB 23850
Controller's Office- SSB 5380
Cashier's and One Stop Office - 2390b
Distribution Center - Corporate Yard 116
Facilities Ops - Corporate Yard 246
Faculty Affairs/Academic Affairs SSB 7320

HR Mgmt SSB 6383
ITS - LIB PW 1070
Payroll Office - SSB 6383
Printing Center - SSB L321
Procurement & Contracts SSB 5380
Strategic Communications- SSB 8350
Telecommunications LIB PW -1070