



Fiscal Year-End Deadlines

Fiscal Year 2025-2026

Due Date					
Items must be arrived to department by					
2026					
Jan	Feb	Mar	Apr	May	Jun
				1	
			27		8
			6	15	
				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
Jan	Feb	Mar	Apr	May	Jun

Annual PeopleSoft Security reviewing

AVP of Budget & Planning

Transfers

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

Accounts Payable

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

Travel & Cashiering

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

Departmental Deposits must be received before 2:00 pm on June 30th, 2026

Chargebacks & Invoicing

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



Fiscal Year-End Deadlines

Fiscal Year 2025-2026

CATEGORY

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

Human Resources Management

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

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)

NOTE:

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

Telecommunications

- Add, moves & changes
- Network charges
- Voice mail and purchases

FORWARD TO

Controller's Office

Faciliites Ops

Faciliites Ops

Faciliites Ops

HRM-Faculty Affairs/Benefits

HRM-Faculty Affairs/Benefits

HRM-Faculty Affairs/Benefits

Procurement

Procurement

Procurement

Procurement

Procurement

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

Faiciities 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

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		30			8
		30		4	18
				18	22
Jan	Feb	Mar	Apr	May	Jun