

Fiscal Year-End Instructions FY26

Please review the fiscal year 2026 year-end dates for financial transaction processing below. To ensure processing prior to the close of the fiscal year, it is not recommended to submit check requests on the final processing day. Check requests received after the June 18th cutoff may not be paid until July.

MAY 18	*First day Departments can key in new year blankets, maintenance & all requisitions. These FY27 standing requisitions should be entered prior to June 3 rd to allow time for procurement bid processing.
JUNE 3	*Cut-off date for requisitions in FY26 for quotes/bids over \$10,000 *Cut-off date for new year standing or blanket requisitions needed immediately in FY27 *Cut-off date for computer purchases to be purchased with FY26 departmental funds
JUNE 10	*Cut-off date to enter non-bid (under \$10,000) requisitions in FY26
JUNE 18	*Last day for Departments to have Check Requests, Intramural Vouchers, Journal Vouchers, & Budget Transfers submitted to Office of the Controller *Last day for Accounts Payable to enter invoices to ensure processing & Departmental approval before year-end close
JUNE 30	*Last day for cash deposits (need to be in by 3:30 PM)
JULY 2	*First Accounts Payable check run in FY27
JULY 6	*Last date to make accounting changes in SDG2 for FY26. Charges with a post date of June 21 st through June 27 th will be uploaded into Banner on July 6 th and recorded in FY26.

Year-End Travel Instructions:

- If travel has been completed and all reimbursements have been submitted, please expire the pre-approval in Emburse.
- If travel was canceled, and no reimbursements will be required, please expire the pre-approval in Emburse.
- A travel request that has received all levels of approval in Emburse with a fiscal year of FY26 will encumber current fiscal year funds.
- A travel request that has received all levels of approval with a fiscal year of FY27 will encumber next fiscal year funds.

Procurement:

- Note procurement deadlines for completing requisitions for current year FY26 and for FY27 new year standing or blanket orders. These deadlines allow time for evaluation and bid of FY27 needs. For more information please visit: [Office of Procurement - Home](#)

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