



Fiscal Year Closing Key Dates

Updated April 2025

	Processes to complete to post expenses/deposits to FY 2025 (7/1/24 -6/30/25)	Processes to complete to post expenses/deposits to FY 2026 (7/1/25 -6/30/26)	Notes	Contact Information
Requisitions: Vendor Purchases for Goods & Services	<ul style="list-style-type: none"> • Requisitions must be received by Purchasing Dept by 5/27/2025 • Purchasing item(s) received by 6/25/25 Note: "Delivery must be received no later than 6/25/25" • Furniture Orders – No requisitions after 4/25/25 	Item(s) received on or after 7/01/25 Purchases intended for FY2026 Note: On Requisition "Delivery date on or after 7/01/25 " and " FY 2026 Funds "	Contact Purchasing Department for Delivery Estimates	Stuart Thompson x1004
External Grants/Contracts	Grants with end dates of 6/30/25 must receive Goods & Services by 6/26/25		For grants that end 6/30/25 , items received on or after 7/01/25 will be returned or need to be charged to a different funding source.	Heather Harrell x1988
Blanket Orders/Standing Orders		FY 2026 Blanket Orders/Standing Orders need to be received by Purchasing Department no later than 6/13/25	<ul style="list-style-type: none"> • Blanket Orders/Standing Orders are only issued for 5 or more charges or if vendor does not accept Visa credit cards. • Blanket/Standing Orders encumber funds. 	Stuart Thompson x1004
Purchasing-Card	Suspend Use from 6/15/25 – 6/30/25	Purchases on or after 7/01/25	Reconcile June 2025 transactions by 6/23/25	Charity Thornton x1505
Travel	Expense report must be submitted the week of June 23 rd are not guaranteed to be posted to FY25. Reimbursements should be submitted by 6/20/25 .	Travel ending 7/1 or later will be considered FY26 expenses.	Conferences, workshops, registration fees, and airline tickets will be expended in the fiscal year they are actually used .	Lisa Saucier x1986
Petty Cash	<ul style="list-style-type: none"> • Seasonal or temporary petty cash funds must be returned to Cashiers office by 11 a.m. 6/27/25. • Other petty cash custodians must submit a check request to Accounts Payable by 6/27/25. 			Lacy Lampkins x3083 lampkins@cwu.edu
Wildcat Printing	<ul style="list-style-type: none"> • Letterhead and envelope orders must be submitted before 6/11/25. • Extensive printing and pallet paper orders must be submitted before 6/11/25. 		Orders will be completed and delivered by 5 p.m. 6/24/25. Department is closed: 6/26/25 – 6/27/25. Department will reopen 8 a.m. 6/30/25	Kirsten Garland: Kirsten@cwu.edu
Mail Services	Metered mail closed out noon on 6/30/25	Metered mail beginning 7/01/25	All bulk mailings must be sent to Mail Services by June 20th to be included in the June billing cycle.	Mail Services x1807
Cash Deposits	Cash deposits by 1 p.m. 6/27/25 to ensure posting.	Cash deposits on 7/01/2025		Sara Fraychineaud x3483
Expense Transfer Forms	Expense Transfer forms must be received in Budget Office by 7/02/25		Expense Transfer forms go to your Budget Manager	John Logwood x2943
Budget	Budget Changes must be received in Budget Office by 6/27/25		Work with your Budget Manager to complete the Budget Change Request Form	Janet Arentzen x2248
Payroll	<ul style="list-style-type: none"> • Deadline for Guaranteed submission of Manager Self Service Transactions is 6/26/25. • Last check for FY 2025 is processed on 7/1/25 and paid on 7/10/25. 	7/01/2025 10:00am deadline for Manager/ Supervisor Time/Absence approval.	Payroll Schedule 2024 & 2025	Payroll x1202