



# Fiscal Year-End Deadlines

## Fiscal Year 2024-2025

CATEGORY	FORWARD TO
Annual PeopleSoft Security reviewing	AVP of Budget & Planning
<u><b>Transfers</b></u>	
Budget Transfers	Budget Administration
Expenditure Transfer & Payroll Transfer through March 31	Controller's Office
Expenditure Transfer & Payroll Transfer last quarter	Controller's Office
Payroll transfer of funds for July 2024 thru March 2025	Payroll Office
Payroll transfer of funds for April 2025	Payroll Office
Payroll transfer of funds for May 2025 - No transfer of funds will be accepted after the deadline	Payroll Office
<u><b>Accounts Payable</b></u>	
Direct Pay Requests delivered to Accounts Payable by June 6, 2025	One Stop
Payment made to an individual for anticipated expenses for services through 06/30/25, email the IC Pre-Hire worksheet to the BFS Tax Compliance link by 06/03/25.	One Stop
Request for Refunds (FS)	One Stop
Update Pcard charges in PeopleSoft	One Stop
Submit hardcopy of P-card charges/statement to Accounts Payable	One Stop
Submit PO Invoices to Accounts Payable for payment	One Stop
Last day to print student and non-student checks	One Stop
<u><b>Travel &amp; Cashiering</b></u>	
Travel Expense Claims	One Stop
Moving and Relocation Expenses: Anticipated expenses through June 30, 2025	One Stop
Travel accruals for travel claims that have not been submitted to One Stop, anticipated travel expenses through June 30, 2025	One Stop
Use the Journal Upload Template in the URG Teams Folder	One Stop
Petty cash reimbursement	One Stop
Departmental Deposits	One Stop
<i>Departmental Deposits must be received before 2:00 pm on June 30th, 2025</i>	
<u><b>Chargebacks &amp; Invoicing</b></u>	
Request for invoicing through 06/30/25	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					
2025					
Jan	Feb	Mar	Apr	May	Jun
				1	
					6
			25		13
			4	17	
				23	
					6
					9
					26
					27
					27
					10
					27
					17
					2
					25
					13
					10
					30
					3
					3
				31	3
					3
				24	3
					3
				17	3
					3
					3
Jan	Feb	Mar	Apr	May	Jun



# Fiscal Year-End Deadlines

## Fiscal Year 2024-2025

### CATEGORY

### FORWARD TO

#### Facilities Operations

Outstanding Facilities Work Orders  
Work Request (Chargebacks) - FY 2024/2025 involving bidding  
Work Request (Chargebacks) - FY 2024/2025 Not requiring bidding but requiring purchase orders of \$15,000 and above  
Work Request (Chargebacks) FY 2024/2025 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  
Procurement

#### **NOTE:**

\*Deadlines applicable to both 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					
2025					
Jan	Feb	Mar	Apr	May	Jun
	28	28			16
		28			
		28			
					6
				2	
				16	
			5		
				16	
					6
					6
					20
				16	
				16	
				16	
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