

Year-End Deadlines Summary Fiscal Year-End 2024-2025

Please reference the *2024-2025 Year-End Closing Deadlines Memo* for complete information.
Documents must be received in the appropriate office by the deadline noted below.

Accounting Services – Joyal 181 – Ext. 2876	
	Deadline
Release Time Contracts due to Foundation	April 15, 2025
Accounts Receivable - Requests for Billing	May 30, 2025
Capital Outlay Reverting Transfers	May 30, 2025
Chargebacks - Printing & Mail Services, University Warehouse, ITS, TLT, etc.	May 30, 2025
Release Time Contracts due to Accounts Receivable	May 23, 2025
Travel - Paper Travel Expense Claims for travel through May 21, 2025	May 23, 2025
Accounts Payable - Direct Payment forms	June 02, 2025
Expenditure/Revenue Transfers (TOEs) through May 31, 2025	June 02, 2025
Payroll Expenditure Transfers (TOPs) for April and May 2025	June 02, 2025
Interagency Financial Transactions (IFT) due to General Accounting	June 06, 2025
Travel - Concur Electronic Expense Reports	May 30, 2025
Travel - Paper Travel Expense Claims for travel between May 22 – June 3, 2025	June 03, 2025
Accounts Payable - Invoices	June 06, 2025
Petty Cash	June 06, 2025
Interagency Financial Transactions (IFT) due to Chancellor's Office	June 13, 2025
Daily Cash Receipts/Cashiering Deposits (For June 30, cutoff time is 1:30 PM)	June 9 - 30, 2025
Expenditure/Revenue Transfers (TOEs) for June 2025	July 01, 2025
Inventories – Physical count of inventories on hand at June 30, 2025	July 01, 2025
Payroll Expenditure Transfers (TOPs) for June 2025	July 01, 2025
Academic Resources Office – Library 4th Floor - Ext. 3079	
IRA Purchase Requisitions	April 18, 2025
IRA Direct Pays & Travel due to ARO	May 16, 2025
Budget – Library 4140 – Ext. 5293 or 7224	
Adjusting Budget Journals (ABJs)	July 03, 2025
Payroll – Joyal 211 – Ext. 2032	
Work-study hours for May 1 – 16, 2025	June 02, 2025
Late Hourly Temporary Help, Student, Overtime, and Shift Differential Hours Prior to June 2025	June 06, 2025
Hourly students, Temporary Help, Overtime, and Shift Differential Hours for June 2025	July 03, 2025
Student time entry, including hours worked in June 2025	July 03, 2025
Procurement – Joyal 161 – Ext. 2111	
FY 2024-2025 Requisitions - All Goods and Services \$100,000 and greater	April 30, 2025
FY 2024-2025 Requisitions - Public Work Projects (\$5,000-\$250,000)	April 30, 2025
FY 2024-2025 Requisitions - All Goods and Services less than \$100,000	May 16, 2025
Alterations to blanket Purchase Orders	May 16, 2025
Purchase Orders - Deans and Department Heads review and close non-blanket outstanding POs	May 16, 2025