

## Year-End Deadlines Summary Fiscal Year-End 2025-2026

Please reference the *2025-2026 Fiscal Year 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 the Foundation	April 17, 2026
Release Time Contracts due to Accounts Receivable	May 22, 2026
Travel - Paper travel expense claims for travel through May 20, 2026	May 22, 2026
Accounts Receivable - Requests for Billing	May 29, 2026
Capital outlay reverting transfers	May 29, 2026
Chargebacks - Printing & Mail Services, University Warehouse, ITS, TLT, etc.	May 29, 2026
Travel - Concur electronic expense reports	May 29, 2026
Accounts Payable - Direct Payment forms	June 1, 2026
Travel - Paper travel expense claims for travel between May 21 – June 2, 2026	June 2, 2026
Expenditure/Revenue Transfers (TOEs) through May 31, 2026	June 4, 2026
Payroll Expenditure Transfers (TOPs) for April and May 2026	June 4, 2026
Interagency Financial Transactions (IFT) due to General Accounting	June 5, 2026
Accounts Payable - Invoices	June 5, 2026
Petty Cash - Receipts or invoices	June 5, 2026
Interagency Financial Transactions (IFT) due to Chancellor's Office (tentative)	June 12, 2026
Daily Cash Receipts/Cashiering Deposits (For June 30, cutoff time is 1:30 PM)	June 8 - 30, 2026
Inventories – Physical count of inventories on hand at June 30, 2026	July 1, 2026
Expenditure/Revenue Transfers (TOEs) for June 2026	July 2, 2026
Payroll Expenditure Transfers (TOPs) for June 2026	July 2, 2026
Academic Resources Office – Library 4 <sup>th</sup> Floor - Ext. 3079	
IRA purchase requisitions in CSUBUY P2P	April 1, 2026
IRA Direct Pays & travel due to ARO	May 1, 2026
Budget – Library 4140 – Ext. 5293 or 7224	
Adjusting Budget Journals (ABJs) (cutoff time is 4:00 PM)	July 2, 2026
Payroll – Joyal 211 – Ext. 2032	
Work-study hours for May 1 – 15, 2026	June 1, 2026
Late hourly temporary help, student, overtime, and shift differential hours prior to June 2026	June 5, 2026
Hourly students, temporary help, overtime, and shift differential hours for June 2026	July 6, 2026
Student time entry, including hours worked in June 2026	July 6, 2026
Procurement – Joyal 161 – Ext. 2111	
FY 2025-2026 Requisitions - Public work projects (\$5,000-\$250,000)	May 1, 2026
FY 2025-2026 Requisitions - All goods and services \$100,000 and greater	May 1, 2026
FY 2025-2026 Requisitions - All goods and services less than \$100,000 ( <i>non-punchout</i> orders)	May 15, 2026
Change requests to blanket Purchase Orders	May 15, 2026
Purchase Orders - Departments review and close non-blanket outstanding POs	May 15, 2026
FY 2025-2026 Requisitions – All orders ( <i>including</i> punchout orders)	June 19, 2026
Purchasing blackout period for FY 2025-2026 orders	June 22 – June 30