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FY26 Business Office Due Dates

With the end of the fiscal year fast approaching, please note the following year end financial due dates. Following these due dates will ensure expenditures are placed in the appropriate fiscal year.

- **APRIL 1: *ClassWallet*** approval. Submissions after April 1 will not be processed.
- **APRIL 10: *Requisitions*** – Due date to submit all current fiscal year requisitions. Requisitions submitted after April 10, and not received by June 30, will be charged to the FY27 budget.
- **June 3: *Pcard & PCEF Transactions*** Due date to charge or post transactions for FY26.
- **June 24: *Invoices*** – Due date to guarantee expense is charged in FY26. Any invoices after this date will need Business Office approval prior to entering.
- **JULY 8: *Travel Reimbursements*** - Includes mileage and per diem which was incurred prior to July 1. If trip being reimbursed included June and July dates, it can be expensed in FY26 if submitted by this date and if budget is available.
- **July 31: *Summer Invoices*** – Due date for invoices received during summer while off contract.

Note: *If an item or service was not received by June 30, it cannot be charged to the FY26 budgets.*

Thank you for making a special effort in helping our year-end process run smoothly

Park City School District
Business Services Department