

Date: January 6, 2026
 To: All Staff
 From: Jamie Atkins – Asst. Director of Finance
 RE: Finance deadlines for FY 2025-26 (FY26)

Below are deadlines for various activities related to Finance. They include deadlines for purchases of goods, services, and other expenses for the 2025-26 fiscal year. Activities should be completed on or before the dates indicated. Documents for these items received after the date listed will be considered expenses for the next fiscal year.

It is very important at year end to keep an eye on purchasing requisitions to ensure they make it through the approval process. REQ's not approved before 5/22/26 will only be processed on an emergency basis (emergencies are considered eminent danger to life or property).

Please note: To be an expenditure for FY25-26, services must be performed and/or goods received by June 30th

A.	FY26 Purchase Requisitions	April 30, 2026
Purchasing REQ's entered after this deadline will be processed in FY27 (after July 1 st). If you have an emergency that requires a purchase REQ to be entered after 4/30, you must contact the Asst. Dir. of Finance to get approval & ensure the REQ is converted to a purchase order in the current Fiscal Year. Must be able to receive before the end of June.		
B.	FY26 Mileage, travel, cell, & internet reimbursements	June 30, 2026
C.	Purchasing Cards (Pcards) statements and receipts	June 20, 2026
Charges made on Pcards after the June 10 th (end of the billing cycle) will be put against the FY27 budget. Do not use a Pcard after May 9 th if you are not able to submit your June transactions & receipts. Charges must be <u>submitted and approved</u> by June 20th to be included in FY26. Failure to abide by this deadline will result in a Pcard being disabled.		
D.	Vendor invoices submitted to Accounts Payable for FY26 expenses.	July 15, 2026
E.	Opening of Skyward for entering of FY26-27 requisitions only.	May 18, 2026
Make sure your dates on these REQs are manually set to 7/1/26. Purchase Orders will be created on or after July 1, 2026 for these requisitions. This allows for REQs to be entered by staff before leaving for the summer on orders that cannot wait until returning in the fall.		
As a reminder, Amazon orders cannot be placed between May 1 – June 30 as they are an E-commerce vendor.		

We appreciate all your cooperation in meeting the deadlines above. We understand that a lot of work needs to be done as the fiscal year ends. If you have any questions on the information above, please contact your accounting support staff or myself.

Please share this information with any personnel in your area(s) who may be involved in year-end activities.

Thank you!