



**Business and Financial Services
FY 25/26 Year-End Closing Calendar**

DEADLINE	DESCRIPTION	CONTACT	EXT
04/01/26	Last day to submit requisitions or purchase order change requests \$50,000 or greater not currently available from a pre-negotiated contract or pre-approved source. The requisition or change request form must have pre-procurement workflow approvals completed, be in the Procurement Review step, and have all back-up documents submitted.	Lindsay Swensen	4450
04/01/26	First day to input FY26/27 requisitions. The PO Notes and line description must include "fiscal year 26/27."	Lindsay Swensen	4450
04/15/26	Last day to submit salary adjustments for transactions through 3/31/26	Heidy Salinas	8186
04/17/26	Last day to submit requisitions for IT software, services, and commodities not currently available from a pre-negotiated contract or pre-approved source. The requisition or change request form must have pre-procurement workflow approvals completed, be in the Procurement Review step, and have all back-up documents submitted.	Lindsay Swensen	4450
04/26/26	Universal Card begins and reconciliations can be done as charges are made by assigning to an expense report.	Shannon Honour Shaw	4983
05/01/26	Last day for A/P to enter vouchers for reverting funds for payment	Chris Fernandez	4557
05/01/26	Last day to submit requisitions and purchase order change request \$10,000 to \$49,999.99 not currently available from a pre-negotiated contract or pre-approved source. The requisition or change request form must have pre-procurement workflow approvals completed, be in the Procurement Review step, and have all back-up documents submitted.	Lindsay Swensen	4450
05/12/26	Last day to submit write-off requests to Accounting (Library Fines, Parking Fines, Health Services)	Heidy Salinas	8186
05/15/26	Last day to submit chartfield request forms to FSO for departmental reorganizations effective 7/1/25	Alexey Kirillov	4715
05/15/26	Last day for departments to submit Personnel Action Notices (PANs) for appointments between 5/1/26 and 6/30/26	TBD	
05/18/26	Last day to submit expenditure transfer adjustments to Accounting for April transactions	Jeffrey Hall	8503
05/18/26	Last day to submit salary adjustment requests for transactions through 4/30/26	Heidy Salinas	8186
05/22/26	Last day of Telephone Services chargebacks for FY 25/26 (June 2026 Telephone chargebacks will be in FY 26/27)	Jeffrey Hall	8503
05/22/26	Last day to submit requisitions and purchase order change requests less than \$10,000. The requisition or change request form must have pre-procurement workflow approvals completed, be in the Procurement Review step, and have all back-up documents submitted.	Lindsay Swensen	4450
06/02/26	Last day to submit salary adjustment requests for transactions through 5/31/26.	Heidy Salinas	8186
06/05/26	Any charges made to your Universal Card after this date may not hit your budget this fiscal year. Most suppliers charge the card once the items ship. If the charge does not hit the ProCard by June 25, it will not be expensed this fiscal year.	Chris Fernandez	4557
06/05/26	Last day for departments to file petty cash claims (University, CSUSM Corp, ASI and Foundation) for FY25/26.	Malia Tirado	4493
06/05/26	Last day to submit expenditure transfer requests to Accounting for transactions which posted in May	Jeffrey Hall	8503
06/05/26	Last day for IFTs to be requested for guaranteed processing by year-end	Juan Tavarez	4451
06/12/26	Last day for departments to submit invoices for FY25/26 to A/P to be paid by year-end (including those encumbered on a PO, direct pay, travel, capital/construction, Lottery, library, Corp and ASI)	Chris Fernandez	4557
06/12/26	Last day for all budget transfers to be received by Budget office for posting to FY25/26	Tammy Marchand	8396
06/12/26	all travel occurred through June 5th needs to be in the Travel Office approving queue	Shannon Honour Shaw	4983
06/17/26	Last day to disburse student financial aid awards for FY25/26(FA should be done by 11AM)	Julie Lindenmeier	4881
06/18/26	Final Check Run for FY 25/26 for end users	Chris Fernandez	4557
06/30/26	All Universal card reconciliations and expense report submissions and sales tax accruals to be entered by cardholders by 10 AM.	Chris Fernandez	4557
06/30/26	All departmental deposits due to Cashiers by 12PM	Malia Tirado	4493
06/30/26	Last day to submit travel accruals to Accounting via expenditure transfer form	Jeffrey Hall	8503
07/01/26	Deadline for departments to submit expenditure transfer requests to Accounting for transactions in June	Jeffrey Hall	8503
07/01/26	Last day to submit salary adjustment forms for transactions which posted in June (<i>includes salary adjustments for Faculty Release time</i>) Only June activity as all prior months deadlines have passed.	Heidy Salinas	8186
07/01/26	Last day to submit A/R billing requests to Accounting	Heidy Salinas	8186
07/01/26	Deadline for departments to submit FY25/26 chargebacks to Accounting	Jeffrey Hall	8503
07/01/26	Open Period 1 for all business units and all modules	Jon Epes	4497