

PROCUREMENT & CONTRACTS

Year End Procedures

Fiscal Year 25–26

25/26 OPEN PURCHASE ORDERS

Requestors should pull a P2P report of their open PO's

- Make sure all invoices for goods or services received are submitted to AP for payment
- Enter a Request to Close PO for any open PO's with completed services and paid invoices, including PO's that have a \$0 encumbrance and remain open.
- Plan to submit a Change Request for Multi Year PO's.

Contact your suppliers and get invoices into Accounts Payable ASAP.

- If you are missing an invoice, contact the supplier and submit the invoice to AP.

25/26 SMXMP ACCRUALS

SMXMP Accruals

- Requesters will be responsible for their PO encumbrance balances and any required accruals.
- Requesters can run a report in P2P to view all POs. There is an Export Reports guide that can be found on the Procurement P2P page under Training Resources.
- Requesters can run an Open PO report in Data Warehouse.

Submit Request to Close PO form to close out POs.

Submit Change Request to decrease funds



Showcases

CSU Form Requests

Goods and Services Request	IT Hardware Request
Request to Close PO	Facilities and Construction Request For Facilities Use Only

25/26 AUXILIARY FUND ACCRUALS

Auxiliary Fund Accruals

- Accruals are still required by Auxiliary Accounting for all Auxiliary funds.
- Accruals for SMXND funds should be reported, by the requester, to auxaccounting@csusm.edu.
- Corporation will be reaching out to requesters regarding SMURS fund accruals.

25/26 YEAR END DUE DATES

FISCAL YEAR 25/26 YEAR END DUE DATES FOR REQUISITION AND INVOICE PROCESSING	
April 1, 2026	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.
April 1, 2026	First day to input FY26/27 requisitions. The PO Notes and line description must include "fiscal year 26/27."
April 17, 2026	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.
May 1, 2026	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.
May 22, 2026	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.
June 12, 2026	Last day for departments to submit invoices for FY25/26 to A/P to be paid by year-end.
June 16, 2026	Final CSUBUY Check Run for FY25/26
June 18, 2026	Final CFS Check Run for FY25/26
June 25, 2026	Last day Punchout Orders will be approved in P2P for FY 25/26.