

Financial Services

TO:	All campus departments All auxiliaries including Sponsored Programs Foundation, Foundation and Associated Students
FROM:	Sarah Long, AVP Financial Operations & University Controller
DATE:	March 19, 2025
RE:	2024-2025 Fiscal Year End Deadlines

In preparation for the close of the fiscal year ending June 30, 2025, the following deadlines have been established to ensure timely review and submission of items and processes critical to closing the fiscal year. Carefully review the deadlines outlined below as they may have an impact on departmental planning and may differ from those in previous years. It is essential that departments supply the necessary information outlined below by close of business (5PM), unless specifically stated otherwise. Late transactions or documents received after the deadlines or with missing information may not be processed by Friday, June 30, 2025, and therefore will be charged to fiscal year 2025-26 budgets. We encourage all campus departments and auxiliary partners to set calendar reminders for key deadlines that pertain to your areas.

As a reminder, unspent budget at year end within the University Operating Fund (HM500) is subject to the [University Operating Fund Roll Forward Guidelines](#). IRA Committee (TO140) and AS (AS100) allocations are one-time funding and do not roll forward. They are expected to be spent in the year they are allocated to the department.

Friday, March 21st **Requisitions/POs > \$100,000:** Deadline for approved requisitions/POs to Contracts & Procurement for commodities and services intended for fiscal year 2024-25. Formal bids are required for the procurement of commodities and services that exceed \$100,000; and \$15,000 for public works (a formal bid is estimated to take three to five months from RFP development to contract commencement). Requisitions received after this date will be processed in fiscal year 2025-26.

Monday, April 7th **Facilities Work Orders:** Deadline for departments to provide guidance on existing work order prioritization and to request closure of work requests that are no longer needed.



- Wednesday, April 16th **Facilities Work Orders:** Deadline for submission of any new billable work order requests for completion/billing in fiscal year 2024-25, including furniture purchase requests for approval. Facilities maintenance and project based work for Summer 2025 has already been scheduled.
- Wednesday, April 30th **Billing Requests:** Deadline to submit a request for billing to Accounts Receivable for activity from July 1st, 2024 - March 31st, 2025. Any billing requests for activity prior to 7/1/2024 will not be processed.
- Friday, May 2nd **Payroll Expenditure Adjustments:** Deadline to submit any and all payroll chartfield adjustments for any hourly or salaried payroll expenses that were charged to the incorrect funds, departments, programs or class codes.
- Wednesday, May 21st **College Work Study Vouchers:** Deadline for approval of all time. Please note that the last day for all students working under the Federal work study funds is Saturday, May 17th.
- Friday, May 23rd **Accounts Payable Change Requests:** Final day to submit [change requests](#) for chartfield string changes or corrections to Accounts Payable.
- Friday, May 23rd **Blanket Purchase/Service Orders:** Final day to purchase against blanket commodity and service orders to have the payment reflected in fiscal year 2024-25. However, if the invoice is received after June 2nd, then the payment will not be guaranteed in fiscal year 2024-25.
- Friday, May 30th **Budget Transfers:** (HMCMP - Campus business unit only). Deadline for budget transfers to be promoted in Questica to the University Budget Office for posting in fiscal year 2024-25. VP approval is required for any transfers moving funding out of salary accounts or into restricted program codes RR001, RR002, or P0341 and this approval must be attached to the budget transfer in Questica.
- Friday, May 30th **Payment Deadline:** Final day to submit requests for payment for guaranteed inclusion in the final payment cycle scheduled for Thursday, June 26th. Items received after this date may not be captured in fiscal year 2024-25 and, as a result, will hit your fiscal year 2025-26 budget.

Friday, May 30th

Concur Travel Expense Reports: Deadline for all travel Expense Reports to be submitted and approved in Concur for all business related travel occurring through May 16, 2025, to ensure posting in the current fiscal year 2024-25. Expense Reports received with errors, missing invoices, needing exception form approvals, etc. may not be captured in fiscal year 2024-25. Expense Reports submitted and approved after May 31, 2025 may be charged to fiscal year 2025-26 budgets. **Travel spanning fiscal years**, submit only one Expense Report for the entire trip after the trip is completed.

Monday, June 2nd

PO Change Requests: Deadline for submission of purchase order change requests to Contracts & Procurement for changes to be reflected in fiscal year 2024-25.

Monday, June 2nd

Requisitions/POs for 2025-26: First day to enter fiscal year 2025-26 requisitions into PeopleSoft CFS for processing by Contracts & Procurement. Requisitions/POs entered for fiscal year 2025-26 will not be sent to vendors or encumbered until July 2025.

Friday, June 6th

Concur Travel Requests: Deadline for submission and approval of all Travel Requests for travel occurring through June 30, 2025 for inclusion in fiscal year 2024-25. Travel Requests received after this date will hit your fiscal year 2025-26 budget.

Monday, June 9th

Requisitions/POs < \$100,000: Deadline for approved requisitions/POs to Contracts & Procurement for commodities and services intended for fiscal year 2024-25. Requisitions received after this date may be processed in fiscal year 2025-26.

Reminder: Three quotes are required for the procurement of commodities and services \$50,000 - \$100,000; and \$5,000 - \$15,000 for public works.

Monday, June 9th

ALL payroll documentation for appointments and separations for Fiscal Year 2024-2025: Any and all recruitment and onboarding paperwork for appointments beginning in the June pay period must be completed. Please work with your HR Generalist to make sure that you are hitting these targets when initiating a recruitment that will have an onboarding date in June 2025.

Monday, June 9th	Facilities Work Orders: All billable work performed in fiscal year 2024-25 will be billed out on or before the June 9, 2025 billing request deadline. If facilities jobs are only partially complete, all costs accrued to date will be included in this billing, and the remainder of the work will be completed/billed in fiscal year 2025-26.
Monday, June 9th	Billing Requests: Deadline to submit a request for billing to Accounts Receivable for activity from April 1st - June 30th, 2025. Any billing requests for activity prior to April 1st, 2025 are not guaranteed to be processed in fiscal year 2024-25. Any billing requests for activity prior to 7/1/2024 will not be processed.
Monday, June 16th	Purchase Orders with no Future Invoice: Deadline to notify Contracts & Procurement of any POs that can be closed, only if you are not expecting future invoices.
Monday, June 16th	ProCards: All state procurement card transactions appearing on the June 17th statement will be posted by June 30, 2025. Charges incurred after this date will be expensed in fiscal year 2025-26. If a purchase has not been posted by the vendor to your US BANK Account Activities Report by this date, it will be charged to fiscal year 2025-26. Posting date is dependent on the suppliers' processing dates.
Monday, June 16th	Non-payroll expenditure/cash transfers: Deadline to submit expenditure reclassification requests for inclusion in fiscal year 2024-25. Requests related to June 2025 transactions will take priority over prior month activity reclassification requests. Reclassification requests for activity between July 1, 2024 and May 31, 2025, are not guaranteed to be processed in fiscal year 2024-25 as those should be actively managed throughout the year.
Monday, June 23rd	ProCard Reconciliations: Reconciliations are due to Accounts Payable by 10AM. If not received by this deadline, charges will be applied to the default chartfield string and your card may be turned off.
Wednesday, June 25th	Closing of Blanket Purchase/Service Orders: All blanket purchase/ service orders will be closed, no exceptions.
Thursday, June 26th	Fiscal Year 2024-25 Final Payment Run: Final payment cycle (Electronic and Check) for fiscal year 2024-25.

- Monday, June 30th **Deposits:** Deadline to submit deposits to the Cashier's Office by 12PM in order to be included in fiscal year 2024-25.
- Monday, June 30th **Fiscal Year 2024-25 closes for all subsystem activity.**
- Tuesday, July 1st **Fiscal Year 2025-26 First Payment Run:** First payment cycle for electronic and check payments for fiscal year 2025-26.

If you have any questions regarding this information, please direct your questions to the following contacts:

<u>Unit</u>	<u>Email/Website</u>	<u>Extension</u>
Accounting	accounting@humboldt.edu https://financialservices.humboldt.edu/accounting	4035
Accounts Payable	accountspayable@humboldt.edu https://financialservices.humboldt.edu/accounts-payable	3512
Accounts Receivable	accountsreceivable@humboldt.edu https://financialservices.humboldt.edu/accounts-receivable-billing	5793
Budget	budget@humboldt.edu https://budget.humboldt.edu/	5747
Cashiers	cash@humboldt.edu https://studentfinancialservices.humboldt.edu/cashiers-office	6789
Facilities	fmservice@humboldt.edu https://facilitymgmt.humboldt.edu/	3646
Payroll	payroll@humboldt.edu https://payroll.humboldt.edu/	4912
Procurement	procurement@humboldt.edu https://procurement.humboldt.edu/contracts-procurement	3312
SPF Accounts Receivable	spf-billing@humboldt.edu https://financialservices.humboldt.edu/accounts-receivable-billing	4035
SPF Accounting	spf-accounting@humboldt.edu https://financialservices.humboldt.edu/accounting	4278
Student Accounts	cash@humboldt.edu https://studentfinancialservices.humboldt.edu/student-accounts	4407
Travel	travel@humboldt.edu https://financialservices.humboldt.edu/travel	3512