

**Business Office**  
**Schedule of Year End Activities**  
**For Year Ending June 30, 2025**

Date	Activity
April 1	- Project requests must be submitted
May 1	- Requisitions for purchase orders and/or contracts that require a bid must be entered into EB, have approvals completed, and be at Final Review step by 4:30 p.m. - Any new requests for contracts for services or software with a start date of July 1 or earlier must be in EB at the Final Review step
May 16	- Requests for computer/IT related purchases, excluding software, due by noon to use FY25 funds
May 23	- Deadline to submit EB forms to change procard limit or request additional Procard - Reallocations prior to May/June 2025 must be completed, approved, and received in Payroll
June 6	- Deadline to submit summer or extra pay in June to Payroll
June 10	- Deadline to submit activations for projects beginning July 1, 2025 to Office of Research
June 13	- Personnel budget revisions due by noon - Site licensed software requests must be submitted to ITS liaison
June 15	- Deadline for Procard purchases that need to be made with FY 25 funding
June 17	- Restricted accounts with a negative balance need to be resolved - Special invoices (Centers, etc.) that need to be issued prior to June 30 must be requested - Submit labor & benefit reallocation requests identified within 90-day transfer period to Grant Accounting
June 20	- Submit cost transfer requests to reallocate costs identified within 90-day transfer period to Grant Accounting - Reallocations for May/June 2025 time period must be completed, approved, and received in Payroll
June 23	- Requisitions for purchases that are to be placed from State, Cooperative, or University Contracts or do not require a bid must be entered into EB, have approvals completed, and by at Final Review step by 4:30 p.m.
June 25	- Diesel & gasoline fuel pumped from Facilities tank will be charged by IDT this fiscal year
June 26	- Deadline to submit activations for continuing grants that need to be activated for FY 26
June 30	- Non-personnel budget revisions due by noon - Submit all accounts receivables outstanding to the Business Office - Procard purchases with <b>posting</b> dates after June 30 and travel which <b>concludes</b> after June 30 will be applied to next fiscal year budget - Equipment/Software received by June 30 for which an invoice hasn't been issued recorded as a FY 25 expense - Credit card fuel charges received and paid by Facilities through June 30 will be charged to user via IDT - All transactions should be processed against grant accounts - Checks received must be deposited with Business Office by 11:00 a.m. - All other monies received must be deposited with Business Office by noon - All petty cash funds must be reconciled by the fund custodian - Written reconciliation of petty cash funds must be forwarded to Business Office. Any shortage should be reimbursed or any overage deposited by noon
July 1	- Deadline at 10:00 a.m. to submit & approve all time-in TimeClock Plus for July 11, 2025 student/hourly payroll - Deadline at 10:00 a.m. to submit June 2025 Faculty Leave and Extra-time reports to Payroll
July 6	- Deadline for Chrome River PC reports to be submitted/approved for transactions posted May 16 – June 16
July 7	- If equipment/software has been received before June 30 and an invoice has not been issued, a memo or email indicating PO number and exact equipment items received must be forwarded to Diane Kuhlman by 4:30 pm - EagleBuy receiving reports for FY25 due by 3:00 pm
July 8	- Deadline to submit memo or email to General Accounting (Brandon Hodge) detailing travel expenses charged to FY 25 Procard for travel which concludes after June 30, 2025
July 11	- Deadline for Chrome River procard reports to be submitted AND approved for transactions with posting dates of June 16 – June 30 - Procard transactions with posting dates of June 16 – June 30 will be recorded for FY 25 in Banner - Travel reports for travel ending on or before June 30 must be fully approved in Chrome River
July 15	- Deadline to report any corrections for Procard transactions