

Business Office
Schedule of Year End Activities
For Year Ending June 30, 2026

Date	Activity
April 1	- Project requests must be submitted
April 21	- Requisitions for purchase orders and/or contracts that require a bid must be entered into Talon, have approvals completed, and be at Final Review step by 4:30 pm - Any new requests for contracts for services or software with a start date of July 1 or earlier must be in Talon at the Final Review step - Deadline to submit Procard forms to change Procard limit or request additional Procard
May 1	- Requests for computer/IT related purchases, excluding software, due by noon to use FY26 funds
June 10	- Deadline to submit activations for projects beginning July 1, 2026, to Office of Research
June 12	- Site licensed software requests must be submitted to ITS liaison
June 15	- Suggested final date for Procard purchases that need to be made with FY 26 funding - Personnel budget revisions due by noon
June 16	- Requisitions for purchases that are to be placed from State, Cooperative, or University Contracts or do not require a bid must be entered into Talon, have approvals completed, and be at Final Review step by 4:30 pm
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
June 22	- Deadline to submit summer or extra pay in June to Payroll - June absences must be approved to ensure inclusion in FY26 budget
June 24	- Diesel & gasoline fuel pumped from Facilities tank will be charged by Internal Billing this fiscal year
June 26	- Deadline to submit activations for continuing grants that need to be activated for FY 27 - Submit all accounts receivable outstanding to the Business Office
June 30	- Non-personnel budget revisions due by noon - Procard purchases with posting dates after June 30 and travel which concludes 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 26 expense - Credit card fuel charges received & paid by Facilities through June 30 will be charged to user via Internal Billing - All transactions should be processed against grant accounts - Checks received must be deposited with Business Office by 11:00 am - 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 - Deadline for Procard reports to be submitted/approved for transactions posted May 16 – June 15 - All Labor Distribution assignments and elements must have a schedule and be costed
July 7	- If equipment/software has been received on or before June 30 and an invoice has not been issued, a memo or email indicating PO number & exact equipment items rec'd must be forwarded to Diane Kuhlman by 4:30 pm - Completed Internal Billing spreadsheets due to Business Office by 4:30 pm
July 8	- Deadline to submit memo or email to General Accounting (Brandon Hodge) detailing travel expenses charged to FY26 Travel Card for travel which concludes after June 30, 2026 - Talon Procurement receipts for FY26 are due by 3:00 pm
July 10	- Deadline for Procard reports to be submitted AND approved for transactions with posting dates of June 16 – June 30 - Travel reports for travel ending on or before June 30 must be fully approved in Talon
July 11	- Procard transactions with posting dates of June 16 – June 30 will be recorded for FY 26 in Talon
July 13	- All time reported on timecards must be approved by 10:00 am
July 15	- Deadline to report any corrections for Procard transactions - Labor Distribution reallocations for FY26 must be completed