

2025 Finance Year End Deadlines

The finance actions and deadlines listed below have been established for year-end processing of transactions to be included in the Annual Financial Report (AFR). Adherence to these dates is essential in ensuring that financial information is properly recorded during the year end cut-off period and accurate reporting is produced.

Please closely review and reach out to our offices as noted below for further guidance.

REQUISITION ENTRY/APPROVAL DEADLINES

All department requisitions must be **entered and approved** by the posted date shown.

June 20, 2025 Friday by 5:00 p.m.	Requisitions Requiring Formal Written Solicitations <ul style="list-style-type: none">Includes goods or services on any FOP for any amounts greater than \$50,000 and not available through an existing contract
July 11, 2025 Friday by 5:00 p.m.	Requisitions Requiring Informal Solicitations <ul style="list-style-type: none">Includes goods or services on any FOP for amounts from \$15,000.01 to \$50,000 and not available through an existing contract
July 18, 2025 Friday by 5:00 p.m.	Requisitions for Items Available Through a Cooperative Contract, a State Contract, or from a Proprietary Source <ul style="list-style-type: none">Includes goods or services on any FOP for any amount
July 31, 2025 Thursday by 5:00 p.m.	Requisitions Requiring No Solicitation or Contract - LAST DAY TO ENTER & APPROVE REQUISITIONS USING FY25 FUNDS <ul style="list-style-type: none">Includes goods or services on any FOP for amounts equal to or less than \$15,000
August 15, 2025 Friday	No purchase orders issued after this date on FY25 funds.

P-CARD DEADLINES

July 31, 2025 Thursday by 5:00 p.m.	GRANT FUNDS (external and internal) Expiring 8/31/2025: P-Card transactions utilizing Grant funds should be made by 7/31/2025. <ul style="list-style-type: none">Exceptions are allowed based on pre-approval by ORGS.
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August 22, 2025 Friday by 5:00 p.m.	<p>P-Card transactions utilizing FY25 funds should not be made after 8/22/2025</p> <hr/> <ul style="list-style-type: none"> Please prioritize purchases to meet this deadline.
September 4, 2025 Thursday by 12:00 p.m.	<p>P-Card <i>Reconciling</i> for August 4 - September 3 billing cycle</p> <hr/> <ul style="list-style-type: none"> Transaction reconciliations must be completed and P-Card Statement reports submitted. Highly encourage daily/weekly detailing
September 4, 2025 Thursday by 5:00 p.m.	<p>P-Card <i>Approvals</i> for August 4 - September 3 billing cycle</p> <hr/> <ul style="list-style-type: none"> Approvals must be completed by Supervisor and Financial Managers. Recommend to follow up with approvers to ensure deadline is met.
September 4, 2025 Thursday by 5:00 p.m.	<p>FY25 Transactions not Posted until FY26</p> <hr/> <ul style="list-style-type: none"> The bank post date determines the FY funds for a transaction <ul style="list-style-type: none"> Complete the form below only if FY25 funds must be used for FY25 transactions that post in FY26 Attach receipts to the completed P-Card Transactions Requiring FY25 Funds form and email to the Card Program coordinator no later than Thursday, September 4th.

CONCUR DEADLINES

July 31, 2025 Thursday by 5:00 p.m.	<p>GRANT FUNDS (external & internal) Expiring 8/31/2025: All FY25 transactions, utilizing Grant funds should be made by 7/31/2025.</p>
August 29, 2025 Friday by 5:00 p.m.	<p>All FY25 Employee reimbursement expense reports must be submitted and approved</p> <p>All FY25 travel expense reports must be submitted and approved</p> <ul style="list-style-type: none"> All FY25 T-Card transactions must be assigned to report, reconciled, and approved All FY25 cash advances must be reconciled

INVOICE DEADLINES

August 22, 2025 Friday by 12:00 p.m.	<p>Send All Invoices/Purchase Vouchers received to Accounts Payable to be paid from FY25 funds.</p> <ul style="list-style-type: none"> If a purchase order expires 8/31/25, no encumbrances will be carried forward into FY26 unless there are known charges outstanding.
August 26, 2025 Friday by 3:00 p.m.	<p>Last day for all Fiscal Year 2025 Invoices/Purchase Vouchers: Send ALL invoices payable in fiscal year 2025 to Accounts Payable. All invoices received after this date by Accounts Payable will be paid with fiscal year 2026 funds unless arrangements have been made to set the charge up as a year-end payable.</p>

STUDENT BUSINESS SERVICES DEADLINES

August 29, 2025 Friday by 2:00 p.m.	<p>All Marketplace orders, cancellations, and credits must be completed and deposits brought to Student Business Services.</p>
August 29, 2025 Friday by 3:00 p.m.	<p>All departmental deposits are due in Student Business Services.</p> <ul style="list-style-type: none"> No Marketplace orders should be completed and processed after you have completed your 8/31/25 deposit. All Marketplace stores will be taken off line at 3 p.m.

INTER-DEPARTMENTAL TRANSFERS (IDTs) DEADLINES

August 15, 2025 Friday by 5:00 p.m.	<p>Last day for departments to submit IDTs to Financial Reporting for processing in FY25.</p>
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PAYROLL DEADLINES

September 1, 2025 Monday by 12:00 p.m.	<p>TCP Approvals due</p>
September 3, 2025 Wednesday by 10:00 a.m.	<p>August Leave Reports must be submitted and approved</p>
September 3, 2025 Wednesday by 5:00 p.m.	<p>All labor distribution corrections for payroll-related financial transactions must be fully approved and received in the Payroll office</p>
September 4, 2025 Thursday by 9:00 a.m.	<p>Last FY25 Payroll utilizing FY25 funds. All timesheets or payroll corrections must be submitted and received in the Payroll office</p>

BUDGET TRANSFER DEADLINES

August 15, 2025
Friday by 5:00 p.m.

All Budget transfers must be completed and submitted to Budget office.

Soft Close

September 5, 2025 Friday
5:00pm

FY25 will close in the Banner system. System will be offline for year-end processing.

Staff from each respective office listed below are available to assist with questions regarding inquiries or corrections based on your review and validation of financial transactions for your department.

- Accounts Payable- accountspayable@sfasu.edu
- Budget- budget@sfasu.edu
- Financial reporting- financialreporting@sfasu.edu
- Grants- grants@sfasu.edu
- Payroll- payroll@sfasu.edu
- P-Card- pcard@sfasu.edu
- Procurement- purchase@sfasu.edu
- Travel- traveldesks@sfasu.edu
- TCP- tcp@sfasu.edu

We thank you in advance for your cooperation in meeting these deadlines!