

2026 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.

<p>June 18, 2026 Thursday by 5:00 p.m.</p>	<p>Requisitions Requiring Formal Written Solicitations</p> <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
<p>July 10, 2026 Friday by 5:00 p.m.</p>	<p>Requisitions Requiring Informal Solicitations</p> <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
<p>July 17, 2026 Friday by 5:00 p.m.</p>	<p>Requisitions for Items Available Through a Cooperative Contract, a State Contract, or from a Proprietary Source</p> <ul style="list-style-type: none"> ▪ Includes goods or services on any FOP for any amount
<p>July 31, 2026 Friday by 5:00 p.m.</p>	<p>Requisitions Requiring No Solicitation or Contract - LAST DAY TO ENTER & APPROVE REQUISITIONS USING FY26 FUNDS</p> <ul style="list-style-type: none"> ▪ Includes goods or services on any FOP for amounts equal to or less than \$15,000
<p>August 14, 2026 Friday</p>	<p>No purchase orders issued after this date on FY26 funds.</p>

P-CARD DEADLINES

<p>July 31, 2026 Friday by 5:00 p.m.</p>	<p>GRANT FUNDS (external and internal) Expiring 8/31/2026: P-Card transactions utilizing Grant funds should be made by 7/31/2026.</p> <ul style="list-style-type: none"> • Exceptions are allowed based on pre-approval by ORGS.
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<p>August 21, 2026 Friday by 5:00 p.m.</p>	<p>P-Card transactions utilizing FY26 funds should not be made after 8/21/2026</p> <hr/> <ul style="list-style-type: none"> ▪ Please prioritize purchases to meet this deadline.
<p>September 4, 2026 Friday by 12:00 p.m.</p>	<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
<p>September 4, 2026 Friday by 4:00 p.m.</p>	<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.
<p>September 4, 2026 Friday by 4:00 p.m.</p>	<p>FY26 Transactions not Posted until FY27</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 FY26 funds must be used for FY26 transactions that post in FY27 ▪ Attach receipts to the completed P-Card Transactions Requiring FY26 Funds form and email to the Card Program coordinator no later than Friday, September 4th.

CONCUR DEADLINES

<p>July 31, 2026 Friday by 5:00 p.m.</p>	<p>GRANT FUNDS (external & internal) Expiring 8/31/2026: All FY26 transactions, utilizing Grant funds should be made by 7/31/2026.</p>
<p>August 28, 2026 Friday by 5:00 p.m.</p>	<p>All FY26 Employee reimbursement expense reports must be submitted and approved All FY26 travel expense reports must be submitted and approved</p> <ul style="list-style-type: none"> ▪ All FY26 T-Card transactions must be assigned to report, reconciled, and approved ▪ All FY26 cash advances must be reconciled

INVOICE DEADLINES

<p>August 21, 2026 Friday by 12:00 p.m.</p>	<p>Send All Invoices/Purchase Vouchers received to Accounts Payable to be paid from FY26 funds.</p> <ul style="list-style-type: none"> If a purchase order expires 8/31/26, no encumbrances will be carried forward into FY27 unless there are known charges outstanding.
<p>August 29, 2026 Friday by 3:00 p.m.</p>	<p>Last day for all Fiscal Year 2026 Invoices/Purchase Vouchers: Send ALL invoices payable in fiscal year 2026 to Accounts Payable. All invoices received after this date by Accounts Payable will be paid with fiscal year 2027 funds unless arrangements have been made to set the charge up as a year-end payable.</p>

STUDENT BUSINESS SERVICES DEADLINES

<p>August 31, 2026 Monday by 2:00 p.m.</p>	<p>All Marketplace orders, cancellations, and credits must be completed and deposits brought to Student Business Services.</p>
<p>August 31, 2026 Monday by 3:00 p.m.</p>	<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 8/31/26 deposit. All Marketplace stores will be taken off line at 3 p.m.

EXPENDITURE REVENUE TRANSFERS (ERT) DEADLINES *(Interdepartmental Transfers)*

<p>August 14, 2026 Friday by 5:00 p.m.</p>	<p>Last day for departments to submit ERTs to Financial Reporting for processing in FY26.</p>
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PAYROLL DEADLINES

<p>September 1, 2026 Tuesday by 12:00 p.m.</p>	<p>TCP Approvals due</p>
<p>September 2, 2026 Wednesday by 10:00 a.m.</p>	<p>August Leave Reports must be submitted and approved</p>
<p>September 2, 2026 Wednesday by 5:00 p.m.</p>	<p>All labor distribution corrections for payroll-related financial transactions must be fully approved and received in the Payroll office</p>
<p>September 3, 2026 Thursday by 9:00 a.m.</p>	<p>Last FY26 Payroll utilizing FY26 funds. All timesheets or payroll corrections must be submitted and received in the Payroll office</p>

BUDGET TRANSFER DEADLINES

August 14, 2026
Friday by 5:00 p.m.

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

Soft Close

September 5, 2026 Saturday
5:00pm

FY26 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!