

**FY2025 YEAR-END DEADLINES**

<b>Cutoff Dates</b>	<b>Description</b>
<b>14-Mar</b>	Non-contract requisitions over \$100,000 cutoff
<b>14-Mar</b>	Project Requests and Purchases due to Facilities Planning
<b>14-Apr</b>	Non-contract requisitions between \$25,000 and \$100,000 cutoff
<b>1-May</b>	Requisitions up to \$25,000, state or agency contract purchases for any amount cutoff
<b>1-May</b>	e-Procurement Closes
<b>1-May</b>	Online Check Requests cutoff
<b>1-May</b>	Year End Travel Form
<b>26-May</b>	P-Card transactions cutoff
<b>6-Jun</b>	P-Card Statements signed and approved to Purchasing Department
<b>6-Jun</b>	Petty Cash Requests cutoff
<b>6-Jun</b>	Monthly user charges sheet cutoff
<b>12-Jun</b>	Online Travel reimbursement cutoff
<b>12-Jun</b>	Approved Paper travel expense statements due to Accounting
<b>June 22 - June 30</b>	Biweekly hours will post to FY 2026 Budget