

## **2025-2026 YEAR-END DEPARTMENTAL DEADLINES**

| Item # | Task/Description   | 25/26     | Day |
|--------|--|-----------|-----|
| 1      | Last day to submit hard copy requisitions for 2025/2026 renewal contracts (SA) as requested by Procurement (not service order renewals).   | 3/2/2026  | Mon |
| 2      | Campus Departments to verify validity of outstanding encumbrances (purchase orders). See Finance Reference Training "PO Open Encumbrance Report in Sac Vault (Cognos)" Job Aid under the Financial Section at the following location:<br><a href="http://www.csus.edu/IRT/ServiceDesk/Documents/ACS/Finance/OpenEncumbranceSummaryDrillJobAid.pdf">http://www.csus.edu/IRT/ServiceDesk/Documents/ACS/Finance/OpenEncumbranceSummaryDrillJobAid.pdf</a> | 3/2/2026  | Mon |
| 3      | Last day to submit CFS requisitions for purchases or services over \$50,000 for the current fiscal year.   | 3/23/2026 | Mon |
| 4      | Last day to submit Work Order Requests for current fiscal year to Facilities Management.   | 3/27/2026 | Fri |
| 5      | Last day to submit project requests for summer work ending on or before August 31  | 3/27/2026 | Fri |
| 6      | Last day for Division/College analysts to submit organizational changes (which affect ownership of department IDs) and Department Chartfield changes (deactivations, new request, updates) to be effective July 1.   | 4/13/2026 | Mon |
| 7      | Last day to submit Concur Expense Reports, Direct Pay & Reimbursement Requests and UFSS Check Requests to Accounts Payable & Travel to ensure payment in 2025/2026 fiscal year.  | 5/8/2026  | Fri |
| 8      | Last day to submit approved Release Time requests to Budget Office for credit in 2025/2026.  | 5/11/2026 | Mon |
| 9      | Last day for all ProCard charges to be applied to the 2025/2026 fiscal year. Credit card charges not posted on this statement and for the month of June will be billed in the next fiscal year.  | 5/11/2026 | Mon |
| 10     | Last day to submit 2025/2026 Personnel Transaction Forms (PTFs) to Human Resources for reappointments ending June 30.  | 5/15/2026 | Fri |
| 11     | Last day to submit telephone services and network service requests to IRT on the Telecommunications Service order form for current fiscal year. (CCR)  | 5/28/2026 | Thu |
| 12     | FINAL Chargeback charges to be billed in 2025/2026 due from Service Providers for charges through May 2026 (Please note - June 2026 will be billed in 2026/2027). IRT will confirm that Chargeback files have been received by all Service Providers. (note: always last calendar date of month e.g. 31st) (CCR)   | 5/28/2026 | Thu |
| 13     | Jobs submitted to University Print must be completed by this date to be billed to fiscal year 2025/2026. All jobs completed after this date will be billed to next fiscal year. (CCR)  | 5/29/2026 | Fri |
| 14     | Last day to incur 2025/2026 charges for photocopy, postage, and OneCard (credit accounts only-Cr Accts are billed in arrears to internal depts.). (CCR)  | 5/29/2026 | Fri |
| 15     | Personal Transaction Forms (PTFs) for Faculty positions effective Fall 2026 (Deans to Human Resources):<br>-Sabbaticals and Difference-in-Pay for 2025/2026 academic year (appointment and separation);<br>-Fall 2025 FERP faculty (appointment and separation);<br>-New and appointed Department Chairs;<br>-2025/2026 Leaves without Pay (LWOP) (appointment and separation)   | 5/29/2026 | Fri |
| 16     | Last day to submit 5/1 – 5/20 Federal Work Study (FWS) attendance reports by 3pm.  | 5/29/2026 | Fri |
| 17     | Last day to submit 5/1 – 5/31 student assistant reports by 3pm.  | 5/29/2026 | Fri |

## **2025-2026 YEAR-END DEPARTMENTAL DEADLINES**

|    | Task/Description   | Deadline  | Day |
|----|--|-----------|-----|
| 18 | Last day to submit requests for IFT to AS for processing in 2025/2026  | 5/29/2026 | Fri |
| 19 | Last day to submit requisitions and amend requests for purchase and service orders up to \$50,000 for 2025/2026 fiscal year (including requests for Payment in Advance – PIA). Note: Deadline for requisitions over \$50,000 is an earlier date                                      | 6/3/2026  | Wed |
| 20 | Last day to approve invoices for all business units, or other items requiring payment by June 30. After this date, all invoices must still be approved as soon as possible for audit purposes. Note: Concur Expense Reports & Reimbursement Requests are on previous due date above. | 6/10/2026 | Wed |
| 21 | Last day for processing UFSS fund set up requests  | 6/5/2026  | Fri |
| 22 | Last day to submit manual payroll adjustments/corrections for payroll occurring through May 31 to the Budget Office. Should be done after May month end close.   | 6/4/2026  | Thu |
| 23 | Last day for May ProCard Statement reconciliations/adjustments must be complete by 5:00 p.m  | 6/8/2026  | Mon |
| 24 | Last day to submit approved May ProCard Statements, due in Procurement and Contract Services by 5:00 p.m.  | 6/11/2026 | Thu |
| 25 | Last day for employees to submit Petty Cash reimbursement to the Bursar's Office to ensure funds are expended in 2025/2026. Submit by 4:00 pm.   | 6/12/2026 | Fri |
| 26 | Last day to host a ticketed event on campus  | 6/15/2026 | Mon |
| 27 | Last day to submit requests for invoices to the Bursar's Office from other areas for services through May.   | 6/17/2026 | Wed |
| 28 | Last day for Program Center Contacts to submit budget transfers.   | 6/17/2026 | Wed |
| 29 | Last Day for all transfer requests: Expense, revenue, budget, etc for processing in fiscal year 2025/2026.   | 6/15/2026 | Mon |
| 30 | Last day to enter Stock Received Reports   | 6/18/2026 | Thu |
| 31 | Cut-off date for June docks and master payroll.  | 6/17/2026 | Wed |
| 32 | Last day to submit Check Replacement Applications for the 2025/2026 fiscal year  | 6/18/2026 | Thu |
| 33 | Last day for receiving in CFS  | 6/24/2026 | Wed |
| 34 | Final AP check run, ACH and EFT processing for 2025/2026 fiscal year from vouchers. No entries to CFS Accounts Payable on this date.   | 6/26/2026 | Fri |
| 35 | All Cashiering Locations will close at <b>3:00 p.m.</b> today.   | 6/30/2026 | Tue |
| 36 | First day to submit requisitions.  | 7/2/2026  | Thu |
| 37 | Begin Receiving in CFS   | 7/2/2026  | Thu |

*All dates are subject to change depending on Chancellor's Office needs and P2P/CSUBuy Implementation*