2026-2027 YEAR-END DEPARTMENTAL DEADLINES

Item #	Task/Description	26/27	Day
1	Campus departments must review outstanding encumbrances (purchase orders) and ensure they are paid, closed, or otherwise resolved. Continue until all current fiscal-year encumbrances are closed.	3/1/2027	Mon
2	Last day to submit requisitions for purchases or services over $100,000 for the current fiscal year.	3/22/2027	Mon
3	Last day to submit Work Order Requests for current fiscal year to Facilities Management.	3/26/2027	Fri
4	Last day to submit project requests for summer work ending on or before August 31	3/26/2027	Fri
5	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.	4/12/2027	Mon
6	First day to submit requisitions for next FY - Will be required to INDICATE which FY purchase pertains to - Confirm correct FY encumbrances	5/1/2027	Sat
7	Last day to submit Concur Expense Reports (excluding ProCard reports, due earlier) to ensure payment in current fiscal year.	5/7/2027	Fri
8	Last day for all ProCard charges to be applied to the current fiscal year. Credit card charges not posted on this statement and for the month of June will be billed in the next fiscal year.	5/10/2027	Mon
9	Last day to submit approved Release Time requests to Budget Office for credit in current fiscal year	5/11/2027	Tue
10	FINAL CCRs Due: For all campus CCRs (Campus Chargebacks) including postage, telephone, copier, print services, etc.	5/28/2027	Fri
11	Last day to submit requests for IFT to Accounting Services for processing in current fiscal year	5/28/2027	Fri
12	Last day to submit requisitions and amend requests for purchase and service orders up to $100,000 for current fiscal year (including requests for Payment in Advance – PIA). Note: Deadline for requisitions over $100,000 is an earlier date	6/4/2027	Fri
13	Last day to submit invoices for all business units, or other items requiring payment by June 30. After this date, all invoices must still be submitted as soon as possible for audit purposes.	6/4/2027	Fri
14	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.	6/4/2027	Fri
15	Last day for processing UFSS fund set up requests	6/4/2027	Fri
16	Last day to approve May Pay Period timesheets (5/1 – 5/31).	6/4/2027	Fri
17	Last day for May ProCard Statement reconciliations/adjustments must be complete by 5:00 p.m	6/7/2027	Mon
18	Last Day for all Expense, Budget, & Revenue transfer requests for processing in current fiscal year	6/14/2027	Mon
19	Last day to hold a ticketed campus event and have the related revenue recorded in the current fiscal year	6/15/2027	Tue
20	Last day to submit requests for invoices to the Bursar's Office from other areas for services through May.	6/16/2027	Wed
21	Last day to submit Check Replacement Applications for current fiscal year	6/17/2027	Thu
22	Last day for employees to submit Petty Cash reimbursement to the Bursar's Office to ensure funds are expended in current fiscal year. Submit by 4:00 pm.	6/18/2027	Fri

Updated 2026.11

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Item #	Task/Description	26/27	Day
23	Cut-off date for June docks and master payroll.	6/21/2027	Mon
24	Final AP check run, ACH, and EFT processing for current fiscal year from vouchers.	6/25/2027	Fri
25	Last day to submit current fiscal year Personnel Transaction Forms (PTFs) to Human Resources for reappointments ending June 30.	6/28/2027	Mon
26	Personal Transaction Forms (PTFs) for Faculty positions effective Fall 2027 (Deans to Office of Faculty Affairs): -Sabbaticals and Difference-in-Pay for 2027/2028 academic year (appointment and separation); -Fall 2027 FERP faculty (appointment and separation); -New and appointed Department Chairs; -2027/2028 Leaves without Pay (LWOP) (appointment and separation)	6/30/2027	Wed
27	All Cashiering Locations will close at **3:00 p.m**. today.	6/30/2027	Wed

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

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