

Purchasing Year End Deadlines

May 30, 2025 (Friday)

- Orders using FY 25 funding requiring a competitive solicitation must be submitted to Purchasing to ensure completion by year end.
- FY 2026 Non-Catalog and Standing Orders can be submitted starting Friday 05/30/2025 (Punch-Out orders cannot be submitted until 9/1/2025)

June 2, 2025 (Monday)

- FY 26 funded orders needing to be in place on 9/1/2025 requiring a competitive solicitation must be submitted to Purchasing for processing.

July 3, 2025 (Thursday)

- Renewal orders based on existing FY 25 orders must be submitted to Purchasing by 7/3/2025 to enable processing and completion by year end. (Examples: space and equipment rentals/leases, maintenance and service contracts, multiyear bid awards for commodities.) To renew or extend, there must be a renewal option available and the contract/agreement must be active/available in FY 26.

August 4, 2025 (Monday)

- Encumbrances on E&G funds (funds that start with a 10) will only roll one year. The encumbrance should be expended by the second year otherwise the encumbrance will systematically be closed on 8/4/2025.

August 5, 2025 (Tuesday)

- E&G encumbrances that rolled from FY 24 to FY 25 will not roll to FY 26. If there is a legitimate business need to re-establish or keep open, contact Purchasing.

August 28, 2025 (Thursday)

- Non-Catalog TechBuy orders using FY 25 funding (not requiring competitive solicitation) must be submitted to Purchasing by 8/28/2025 to ensure completion by year end.

August 29, 2025 (Friday)

- Requests for increases or releases of FY 25 encumbrances are due to Purchasing.
- Punch-out and Catalog TechBuy orders using FY 25 funding must be submitted to the vendor by 8/29/2025 to ensure completion by year end.
- All purchase orders for FY 25 must be completed, approved and posted to Banner by close of business – 5:00 pm. Any order not completed by 8/29/2025 will be posted in September against FY 26 funding.

September 1, 2025 (Monday)

- All FY 26 orders must have an accounting date of 9/1/2025
- No TechBuy Punch-out orders using FY 26 funding may be entered or submitted prior to today.

Purchasing Year End Deadlines

Encumbrance adjustment process:

Requests for increases or releases of FY 25 and prior year encumbrances must be received by Purchasing. Departments are encouraged to review encumbrances in June and July in order to avoid problems associated with attempting to spend available funds in August.

Encumbrances on E&G funds (funds that start with a 10) will only roll one year. The encumbrance should be expended in accordance with state guidelines by the second year otherwise the encumbrance will systematically be closed on 8/5/2025.

- E&G encumbrances that rolled from FY 24 to FY 25 will not roll to FY 26. If there is a legitimate business need to re-establish or keep open, contact Purchasing no later than 8/4/2025.
- The encumbrance roll process also rolls budget to the next year to cover the encumbrance. The budget for the E&G funds can only be used for the associated encumbrance.
- Releasing/closing prior fiscal year encumbrances on E&G funds does not release funding to be spent in the current fiscal year. When prior fiscal year encumbrances are closed, the associated budgets will also be reversed.
- To keep the funds available beyond 8/4/2025 requires action involving multiple departments, so if there is a legitimate business need to re-establish or keep the FY 25 encumbrance open, contact Purchasing no later than 8/5/2025.
- Any documents with August charges posted in September of FY 25 to E&G (State) funds or other restricted funds will be reversed and the billing department will be required to re-enter charges to an alternate FY 25 funding source.

Any award/PO/Contract requiring approval at the August BOR meeting will need to be completed and ready for submission in advance of the BOR Agenda Book submission deadline (~June).

An expense should be accrued if an invoice has not yet been received, but the item has been received or the service provided.