

## YEAR-END CLOSING DATES

Last Day to Submit Data to Financial Services to be included in FY25

SUBJECT	DATE	TIME
<b>MAY</b>		
Chair & Furniture Purchases: Requests to purchase due	Friday, May 2, 2025	Noon
Purchases Requests Requiring a Bid Due to Purchasing (no RFP's requiring completion by 6/30 will be permitted)	Tuesday, May 13, 2025	End of Business
<i>Offices to Go</i> Chair Purchases: Requests to purchase no later than today	Friday, May 23, 2025	Noon
<b>JUNE</b>		
Consumable Inventory - Attachment A for inventory count planning to Accounting (if applicable)	Friday, June 6, 2025	Noon
Remaining one-time budget entries to Budget Office	Friday, June 6, 2025	Noon
Purchase Requisitions for the new fiscal year begin today (Mark FY26)	Friday, June 6, 2025	Noon
Gift In-Kind Acceptance Forms for Capital and Non-Capital Gifts due to Accounting	Friday, June 6, 2025	Noon
Final date for making FY25 purchases with UNC Visa	Tuesday, June 10, 2025	End of Business
Petty Cash Fund Reimbursement	Friday, June 13, 2025	End of Business
Last day of the US Bank UNC Visa billing cycle for FY25	Friday, June 20, 2025	End of Business
Last day to enter EIOs for FY25	Friday, June 20, 2025	End of Business
Labor Redistributions for FY25 payrolls due to payroll	Friday, June 20, 2025	Noon
Cash Receipts for Brinks Pickup or to Cashier for FY25 - All Departments	Monday, June 23, 2025	End of Business
Last Day for Change Orders through Brinks	Monday, June 23, 2025	End of Business
All deposit transmittals (checks/credit cards) due to Cashier's office	Thursday, June 26, 2025	Noon
Last day to reallocate UNC Visa transactions in the US Bank online system	Thursday, June 26, 2025	End of Business
Multi-Year Purchase Order Request Forms for Purchasing Due	Monday, June 30, 2025	Noon
Closure of Open POs	Monday, June 30, 2025	Noon
<b>JULY</b>		
All Receipts to Cashiers for Revenue Earned in FY25 (will be recorded as AR); Please write "FY25" at the top of deposit transmittal form	Thursday, July 3, 2025	Noon
Check Requests, Invoices, Per Diem, Travel and Other Reimbursements*	Thursday, July 3, 2025	Noon
Unapproved EIOs will be converted to July (FY26) date**	Monday, July 7, 2025	Noon
Journal Entries*	Monday, July 7, 2025	Noon
Accounting closes Period 12 and feed to State System	Tuesday, July 8, 2025	Noon
Final MN6, SM12, SM13 Adjustments due to Payroll	Thursday, July 10, 2025	End of Business

\*Any items after this date will need to be approved by the Controller. A written memo stating why deadline could not be met with Dean's or VP signature will be required.

\*\*This date is FINAL; any unapproved EIOs will be moved to FY26. Once this happens, they cannot be moved to FY25. Please plan accordingly.

### **Links/references**

<https://www.unco.edu/general-accounting/forms/>

<https://www.unco.edu/general-accounting/cash-and-deposits/>

<https://www.unco.edu/general-accounting/eio/>

<https://www.unco.edu/purchasing/forms>

General Accounting email - [general.accounting@unco.edu](mailto:general.accounting@unco.edu)

Purchasing & Contracts email: [purchasing@unco.edu](mailto:purchasing@unco.edu)

ORSP.Post-award@unco.edu - For labor or budgeting questions regarding established or awarded grant funds.