

Good Morning,

It's hard to believe we're planning for fiscal year end! Administration and Finance is providing this guidance to assist with expenditure planning and to help departments avoid unintended charges against next year's budget.

The University's fiscal year ends on June 30. Key dates are presented in the table below. You'll find more information and details in the attached. If you're unable to open the attachment, please let me know.

Procurement and Finance will host a **Banner Users Group (BUG) meeting tomorrow 2/12 at 1pm** on Zoom. BUG meetings are for office managers, department buyers and anyone involved in department finance and procurement tasks. Email [tess@umw.edu](mailto:tess@umw.edu) if you don't have the meeting link. We look forward to seeing you!

<i>Date</i>	<i>FY25 Action Deadline</i>
<b>March 21</b>	Purchase requests for <u>Non-Standard IT equipment and software</u> entered after this date may not be completed, received and paid prior to end of the fiscal year. You may continue to enter Non-standard technology requests, but there is no guarantee of it being completed in the current fiscal year.
<b>April 11</b>	Purchase requests for <u>Standard IT equipment</u> entered after this date may not be completed, received and paid prior to end of the fiscal year. You may continue to enter Standard technology requests, but there is no guarantee of it being completed in the current fiscal year.
<b>April 25</b>	Last day to receive on purchases made with ETF funds (Except IT Installs)
<b>May 8</b>	Last SAFE day for Small Purchase Charge Card (SPCC) purchases. Purchases or payments may still be made with the SPCC, but there is no guarantee that the charge will post to the account for the current fiscal year budget.
<b>May 15</b>	SPCC billing cycle ends. Transactions posted to Works beginning May 16 <sup>th</sup> will be on FY26 budgets. There are no exceptions.
<b>May 16</b>	Last safe day to order using UMW Finance Local Card for current year processing
<b>May 20</b>	All non-credit card purchases received and invoices in the hands of Accounts Payable staff (Reference Item #1 General Purchasing Guidelines on page 2 for details)
<b>May 23</b>	Special Pay Request forms must be submitted to <a href="mailto:specialpay@mail.umw.edu">specialpay@mail.umw.edu</a>
<b>May 25</b>	UMW Finance Card billing cycle ends. Documentation due to Accounts Payable by June 2
<b>June 9</b>	Reimbursement requests for travel and non-travel must be <b>entered</b> in Emburse, formerly Chrome River
<b>June 10</b>	Last day to request prior expenses be moved or corrected. Submit requests to your assigned analyst in the Budget Office.
<b>June 12</b>	Last day to submit budget adjustment requests to the Budget Office Submit budget adjustment requests to your assigned analyst in the Budget Office.
<b>June 13</b>	Reimbursement requests for travel and non-travel must be <b>approved</b> in Emburse, formerly Chrome River
<b>June 15</b>	Last day of work for wage and student employees Hours worked June 16 and beyond will be paid in the following fiscal year
<b>June 16</b>	All non-thirty-day direct pay invoices must be entered in Banner and submitted to Accounts Payable. Contact Accounts Payable for invoices received after June 16

<b>June 16</b>	Timecards for Wage and Student employees must be approved no later than 10am
<b>June 23</b>	Last check run for FY25. Check date June 24, 2025
<b>June 23</b>	Foundation check requests for FY25 must be received at the Foundation <b>by noon</b> on the 23 <sup>rd</sup> . Do Not submit FY26 check requests prior to July 1
<b>June 25</b>	Last day to order from Storeroom. Orders must be received <b>by 10am</b>
<b>June 26</b>	All credit card charges processed by close of business
<b>June 27</b>	Last pay day in FY25 for wage and student employees
<b>June 30</b>	All cash receipts, deposits and credit card settlements submitted to the Cashiers Office <b>no later than 9am</b>

You'll find more information on the year-end planning calendar posted on the Training, Evaluation and System Support (TESS) website. <http://adminfinance.umw.edu/tess/>

In order to facilitate year end processing, Banner will be down beginning at 3pm June 30<sup>th</sup> and should be up again at noon on July 1<sup>st</sup>. Finance will make every effort to complete year end processing early July 1<sup>st</sup> and will communicate to campus when they can login to Banner.

We hope this assists you in year-end planning. If you have questions or concerns, please do not hesitate to contact one of the following people.

Budget	<a href="#">Pam Taggart</a>	540-654-1018
Accounts Payable	<a href="#">Leigh Penn</a>	540-654-1226
Procurement	<a href="#">Melva Kishpaugh</a>	540-654-1084
SPCC	<a href="#">Michelle Pickham</a>	540-654-2260
TESS	<a href="#">Vickie Chapman</a>	540-654-1155
Finance	<a href="#">Arin Doerfler</a>	540-654-1230
Finance	<a href="#">Julie Smith</a>	540-654-1614
Payroll	<a href="#">Lynda Worthy</a>	540-654-1045

Please share this email and the attachment with anyone in your area that may be impacted by these deadlines.

Thank you!