

From: [Julie Smith \(jsmith23\)](#)
To: [Julie Smith \(jsmith23\)](#)
Cc: [Amanda Rutstein \(aruts9tm\)](#); [Amy O'Reilly \(aoreilly\)](#); [Anjanie Skornia \(askornia\)](#); [Anna Hollrah \(abarton\)](#); [Anthony Dahm \(adahm\)](#); [Arin Doerfler \(adoerfle\)](#); [Beth Williams \(bwilli22\)](#); [Betsy Southern \(bsouthe2\)](#); [Catherine Seller \(cseller\)](#); [Cheryl Lankford \(cander27\)](#); [Christie Glancy \(cglancy\)](#); [Christie Pugh \(cpugh\)](#); [Christine Lynch \(clynch\)](#); [Christine Murnane \(cmurnane\)](#); [Christine Ryder \(cmysk030\)](#); [Christopher Cash \(ccash\)](#); [Christopher Williams \(cwilli27\)](#); [Cynthia Toomey \(ctoomey\)](#); [David Wilt \(dwilt\)](#); [Debbie Huff \(ddunivan\)](#); [Deborah Burton \(dburton\)](#); [Debra Cash \(dcash\)](#); [Dee Chasten \(dchasten\)](#); [Dei Bayer \(dbayer\)](#); [Denise Frye \(dfrye2\)](#); [Douglas Noble \(dnoble\)](#); [Forrest Clift \(fclift\)](#); [hguhl@umw.edu](#); [Jalen White \(jwhite6\)](#); [Janet Scott \(jchandle\)](#); [Jennifer Buist \(jbuist\)](#); [Jennifer Pinkerton \(jpinkert\)](#); [Jessica Alston \(jbatten\)](#); [Jessica McGraw \(jmcgraw2\)](#); [John Hughey \(jhughey\)](#); [Julia Coates \(jcoates\)](#); [Julie Pugliese \(jpugliese\)](#); [Karen Young \(kyoung\)](#); [Kate Wheeler \(kwheeler\)](#); [Kathleen Flanagan \(kflanagan\)](#); [Katina Taylor \(kfauntle\)](#); [Kelly Altieri \(kaltieri\)](#); [Kelly Eury \(keury\)](#); [Kelly Samuels \(kernst\)](#); [Kim McManus-Carini \(kmcmanus\)](#); [Kimberly Kopp \(kkopp\)](#); [Laura Temple \(ltemple\)](#); [Lauren Bass \(lbass\)](#); [Lauren Slater \(llasalle\)](#); [Lauren Pilcher \(lmcdonal\)](#); [Leigh Penn \(lpenn\)](#); [Lindsay Fare \(lfare\)](#); [Lucy Quann \(lquann\)](#); [Lynda Worthy \(lworthy\)](#); [mlischak@umw.edu](#); [Marissa DiMeo \(mdimeo\)](#); [Mary Bullock \(mbullock\)](#); [Maxxx Dennis \(mdennis3\)](#); [Mele Richardson \(mrichar3\)](#); [Melinda Albrycht \(malbrych\)](#); [Melva Kishpaugh \(mkishpau\)](#); [Meredith O'Connell \(moconne4\)](#); [Michelle Pickham \(mmiller8\)](#); [Mollie Moore \(mmoore\)](#); [Nicole St John \(nstjohn\)](#); [Pam Taggart \(ptaggert\)](#); [Pamela Carter \(pcarter3\)](#); [Patricia Canciglia \(pcancigal\)](#); [Paul Boger \(pboger\)](#); [Robin Jones \(rjones\)](#); [Rosemarie Staggs \(rstaggs\)](#); [Ryan Hastings \(rhasting\)](#); [Samantha McDonough \(sbergero\)](#); [Samira Rosensteel \(slahud\)](#); [Sarah Moran \(smoran2\)](#); [Sharon Neville \(sneville\)](#); [Sheila Williams \(swillia3\)](#); [Stephanie Turcios \(sturcios\)](#); [Summer Durrant \(sdurrant\)](#); [Taryn Snyder \(tsnyder3\)](#); [Tessa Howard \(twagn4m\)](#); [Tracey Funtanilla \(tfuntani\)](#); [Vickie Chapman \(vchapman\)](#); [Vivian Garnett-Lynch \(vgarnett\)](#); [Wes Hillyard \(rhill5ch\)](#); [Wilma Willard \(wwillard\)](#); [A J Newell \(anewell\)](#); [Brittany Bailey \(bbailey5\)](#); [Alicia Britt \(abritt\)](#); [Ethan Burgess \(eburges2\)](#); [Terra Dickinson \(tdickins\)](#); [bdruvenga@umw.edu](#); [Brandy Ellard \(bellard\)](#); [Emily Elliott \(eelliott3\)](#); [Vanessa Koszyk \(vkoszyk\)](#); [Greta Kratowicz \(gkratowi\)](#); [Lindy Lynn \(llynn\)](#); [Emily McCready \(emccread\)](#); [Heather Meadows \(hmeadows\)](#); [Kasey Morello \(kmorello\)](#); [Lauren Pilcher \(lmcdonal\)](#); [Kelsey Proctor \(kprocto2\)](#); [Stacy Roe \(sroe\)](#); [Gregory Rose \(grose\)](#); [Lori Ruger \(lruger\)](#); [Candice Slaughter \(cslaught\)](#); [cdwalling@umw.edu](#); [Cameron Washington \(cwashin2\)](#); [Sophia Weldi-Miller \(sweldi\)](#); [Janice White-Wormley \(jwhite\)](#); ["budget-managers@umw.edu"](#)

Subject: IMPORTANT Fiscal Year End Deadlines
Date: Tuesday, March 11, 2025 12:30:58 PM
Attachments: [FY25 year-end memo.pdf](#)

Good Afternoon,

The first fiscal year-end deadline is approaching! Below and attached are friendly reminders related to UMW's June 30 fiscal year end processing. Administration and Finance is providing this guidance to assist with expenditure planning and to help departments avoid unintended charges against next year's budget.

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.

The next [Buyer Users Group \(BUG\) meeting is April 16, 1pm – 3pm in Seacobeck 145](#). BUG meetings are intended to provide support and helpful information to office managers, department buyers and anyone involved in department finance and procurement tasks. We look forward to seeing you!

<https://adminfinance.umw.edu/tess/training-and-system-support/bug-information/>

Date	FY25 Action Deadline
March 21	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.
April 11	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.
April 25	Last day to receive on purchases made with ETF funds (Except IT Installs)
May 8	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.

May 15	SPCC billing cycle ends. Transactions posted to Works beginning May 16 th will be on FY26 budgets. There are no exceptions.
May 16	Last safe day to order using UMW Finance Local Card for current year processing
May 20	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)
May 23	Special Pay Request forms must be submitted to specialpay@mail.umw.edu
May 25	UMW Finance Card billing cycle ends. Documentation due to Accounts Payable by June 2
June 9	Reimbursement requests for travel and non-travel must be entered in Emburse, formerly Chrome River
June 10	Last day to request prior expenses be moved or corrected. Submit requests to your assigned analyst in the Budget Office.
June 12	Last day to submit budget adjustment requests to the Budget Office Submit budget adjustment requests to your assigned analyst in the Budget Office.
June 13	Reimbursement requests for travel and non-travel must be approved in Emburse, formerly Chrome River
June 15	Last day of work for wage and student employees Hours worked June 16 and beyond will be paid in the following fiscal year
June 16	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
June 16	Timecards for Wage and Student employees must be approved no later than 10am
June 23	Last check run for FY25. Check date June 24, 2025
June 23	Foundation check requests for FY25 must be received at the Foundation by noon on the 23 rd . Do Not submit FY26 check requests prior to July 1
June 25	Last day to order from Storeroom. Orders must be received by 10am
June 26	All credit card charges processed by close of business
June 27	Last pay day in FY25 for wage and student employees
June 30	All cash receipts, deposits and credit card settlements submitted to the Cashiers Office no later than 9am

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 30th and should be up again at noon on July 1st. Finance will make every effort to complete year end processing early July 1st 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	Pam Taggert	540-654-1018
Accounts Payable	Leigh Penn	540-654-1226
Procurement	Melva Kishpaugh	540-654-1084
SPCC	Michelle Pickham	540-654-2260
TESS	Vickie Chapman	540-654-1155
Finance	Arin Doerfler	540-654-1230

Finance

[Julie Smith](#)

540-654-1614

Payroll

[Lynda Worthy](#)

540-654-1045

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

Thank you for all you do!