

From: [Julie Smith \(jsmith23\)](#)
To: [Julie Smith \(jsmith23\)](#)
Cc: [Amanda Rutstein \(aruts9tm\)](#); [Amy O'Reilly \(aoreilly\)](#); [Anjanie Skornia \(askornia\)](#); [Anna Hollrah \(abarnton\)](#); [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 \(clynych\)](#); [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 \(fclift\)](#); [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 \(jpuglies\)](#); [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 \(lslalle\)](#); [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 \(pcancigl\)](#); [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 \(twagn4rn\)](#); [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 \(sweldi\)](#); [hquhl@umw.edu](#); [Janice White-Wormley \(jwhite\)](#); ["budget-managers@umw.edu"](#)
Subject: IMPORTANT Fiscal Year End Deadlines
Date: Thursday, April 17, 2025 10:49:43 AM
Attachments: [FY25 year-end memo.pdf](#)

Good Morning,

It was great to see so many of you at the BUG meeting yesterday. We echo what Jacob said. We greatly appreciate your work! UMW could not operate without you!

Sending another friendly reminder regarding approaching year end deadlines. Below are a few of the upcoming deadlines. You'll find more in the attached.

<i>Date</i>	<i>FY25 Action Deadline</i>
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 <u>Emburse</u> , formerly Chrome River

You'll also find information on the year-end planning calendar posted on the Training, Compliance and System Support (TCSS) 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
TCSS	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 who may be impacted by these deadlines.

Thank you!

Enjoy the day!