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**Subject:** IMPORTANT Fiscal Year End Deadlines  
**Date:** Wednesday, April 2, 2025 2:59:19 PM  
**Attachments:** [FY25 year-end memo.pdf](#)

Good Afternoon,

Another year end deadline is approaching! Below are a few of the upcoming deadlines. You'll find all year end deadlines in the attached.

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 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. Jacob Long, UMW's Vice President for Administration and Finance, will be the guest speaker. We look forward to seeing you!

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

<b>Date</b>	<b>FY25 Action Deadline</b>
<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.

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 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
TCSS	<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!

Enjoy the day!