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Cc: [Melva Kishpaugh \(mkishpau\)](#); [Lauren Bass \(lbass\)](#); [Debra Cash \(dcash\)](#); [Christine Lynch \(clynch\)](#); [Laura Temple \(ltemple\)](#); [Michelle Pickham \(mmiller8\)](#); [Lindsay Fare \(lfare\)](#); [Lynda Worthy \(lworthy\)](#); [Cheryl Lankford \(cander27\)](#); [Arin Doerfler \(adoerfle\)](#); [Anthony Dahm \(adahm\)](#); [Stacy Roe \(sroe\)](#); [Vanessa Koszyk \(vkoszyk\)](#); [Vicki Eppes-Ward \(veppeswa\)](#); [Deborah Burton \(dburton\)](#); [Beth Williams \(bwilli22\)](#); [Pam Taggart \(ptaggert\)](#); [Kate Wheeler \(kwheeler\)](#); [Sheila Williams \(swillia3\)](#)
Subject: IMPORTANT YEAR END DEADLINES
Date: Friday, January 30, 2026 11:27:20 AM
Attachments: [FY26 year-end memo 20260130.pdf](#)

Good Morning,

I hope the semester is off to a great start and everyone stayed safe and warm this week!

It's already time to start 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 [Buyer User Group \(BUG\) meeting February 10th at 1pm](#) on Zoom. BUG meetings are for office managers, department buyers and anyone involved in a department's finance, procurement, budget and payroll tasks. The link for the meeting is on the [BUG website](#). We look forward to seeing you!

Date	FY26 Action Deadline
March 20	Purchase requests for <u>Non-Standard IT equipment and software</u> entered after this date might 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.
	Purchase requests for <u>Standard IT equipment</u> entered after this date may

April 10	not be completed, received, and paid prior to the end of the fiscal year. You may continue to enter Standard technology requests, but there is no guarantee of them being completed in the current fiscal year.
April 24	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 22	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 22	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 Enterprise, formerly Chrome River
June 12	Last day to request misapplied expense corrections. Submit requests to your assigned analyst in the Budget Office. To assure proper reporting and analysis, budget transfers intended to correct account deficits can no longer be performed.
June 12	Reimbursement requests for travel and non-travel must be approved in Emburse Enterprise, formerly Chrome River
June 14	Last day of work for wage and student employees Hours worked June 15 and beyond will be paid in the following fiscal year
June 15	Timecards for Wage and Student employees must be approved no later than 10am
June 15	All non-thirty-day direct pay invoices must be entered in Banner and submitted to Accounts Payable. Contact Accounts Payable about invoices received after June 15.
June 22	Foundation check requests for FY26 must be received at the Foundation by noon on the 22 nd . Do Not submit FY27 check requests prior to July 1
June 23	Last check run for FY26. Check date June 24, 2026
June 25	Last day to order from Storeroom. Orders must be received by 10am
June 26	Last pay day in FY26 for wage and student employees
June 29	All credit card receipts processed by close of business
June 30	All cash receipts, deposits and credit card settlements submitted to the Cashiers Office no later than 9am

Please share this email with others in your area I may have missed.

Enjoy the weekend,

Julie

Julie R. Smith

Associate Vice President for Finance and Controller

Authorized Representative for External Grants

[University of Mary Washington](#)

Eagle Village 480

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UPCOMING OUT OF OFFICE

Mar 30 – Apr 4 OFF