Stacy Roe (sroe)

From: Julie Smith (jsmith23)
Sent: Wednesday, April 8, 2026 8:59 AM
To: 'budget-managers@umw.edu'; Jessica Alston (jbatten); Brittany Bailey (bbailey5); Patrick Bailey (pbailey2); Andrew Baldacci (baldacci); Lauren Bass (lbass); Dei Bayer (dbayer); Maegan Beale (mbeale2); Michael Benson (mbenson4); Randall Bove (rbove); Mary Bullock (mbullock); Pamela Carter (pcarter3); Patrick Catullo (pcatullo); Holly Chichester-Morby (hchiches); Forrest Clift (fclift); Julia Coates (jcoates); Christopher Cook (ccook); Julia DeLancey (jdelance); Bridgette Dennett (bdennett); Maxxx Dennis (mdennis3); Terra Dickinson (tdickins); Robin Dufilho (rdufilho); Rita Dunston (rdunston); Alex Ecklund (aecklund); Emily Elliott (eelliot3); Joel Ernst (wernst); Kelly Eury (keury); Amy Filiatreau (afiliatr); Kathleen Flanagan (kflanaga); Nichol Forbes (nforbes); Vivian Garnett-Lynch (vgarnett); Brian Gorham (bgorham); Rachel Graefe-Anderson (rgraefea); Jessica Haghverdi (jhaghver); Michael Hall (mhall2); Kirkwood Hall (khall6); Wes Hillyard (rhill5ch); Anna Hollrah (abarton); Michael Hubbard (mhubbar2); Melissa Jones (mjones6); Robin Jones (rjones); Jarod Kearney (jkearney); Cameron Keefe (ckeefe); Peter Kelly (pkelly3); Kimberly Kopp (kkopp); Greta Kratowicz (gkratowi); Brooks Kuykendall (jkuykend); Caroline Leassear (cleassea); Robin LeBlanc (rleblanc); Lynn Lewis (llewis); Miriam Liss (mliss); Lindy Lynn (llynn); Morgan Mangold (mmangold); Andrew Marshall (amarsha2); Susan Martis (smartis); Jeff McClurken (jmcclurk); Kevin McCluskey (kmcclusk); Samantha McDonough (sbergero); Heather Meadows (hmeadows); Keith Mellinger (kmelling); Kevin Minter (kminter); Mollie Moore (mmoore); Sarah Moran (smoran2); Kasey Morello (kmorello); Donald Motley (dmotley); Sherece Nelson Scott (snelsons); Douglas Noble (dnoble); Meredith O'Connell (moconne4); Tim O'Donnell (todonnel); Amy O'Reilly (aoreilly); Christy Pack (dpack); Melina Patterson (mpatters); Jonathan Piersol (piersol); Lauren Pilcher (lmcdonal); Jennifer Pinkerton (jpinkert); Kelsey Proctor (kprocto2); Christie Pugh (cpugh); Julie Pugliese (jpuglies); 'Christian Ramos (cramos2)'; Jon Reynolds (jreynol2); Mele Richardson (mrichar3); Gregory Rose (grose); Danielle Ross (dross); Marcel Rotter (mrotter); Jesse Rowley (jrowley3); Lori Ruger (lruger); Jose Sainz (jsainz); Kelly Samuels (kernst); Kathy Sandor (kunderwo); Marion Sanford (msanford); Leah Schweitzer (lschweit); Anjanie Skornia (askornia); Lauren Slater (llasalle); Kelli Slunt (kslunt); Taryn Snyder (tsnyder3); Nicole St John (nstjohn); Rosemarie Staggs (rstaggs); Gregg Stull (gstull); Filiz Tabak (ftabak); Robert Trowbridge (rtrowbri); Stephanie Turcios (sturcios); Katie Turcotte (kturcott); Timmy Wallace (twallace); Michael Walsh (mwalsh5); Nancy Wang (nwang); Dantaye White El (dwhite2); Angelique White-Toombs (awhiteto); Janice White-Wormley (jwhite); Wilma Willard (wwillard); Beth Williams (bwilli22); Christopher Williams (cwilli27); David Wilt (dwilt); Susan Worrell (sworrell); Melissa Yakabouski (myak); Kimberly Young (kyoung3); Jeanne Campbell (jcampbe2); April Brecht (abrecht)
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 Taggert (ptaggert); Kate Wheeler (kwheeler); Sheila Williams (swillia3); Noreen Bednar (nbednar); Julie Smith (jsmith23); Christopher Wesley (cwesley)
Subject: REMINDER: Upcoming Fiscal Year End Deadlines
Attachments: FY26 year-end memo 2026 edited 04082026.pdf

Good Morning,

This is a friendly reminder regarding upcoming deadlines related to fiscal year end. You'll find a few in the snip below and a complete list in the attached and on Finance's **Training Compliance and System Support website**.

Please note that a deadline has been added for submitting Sodexo invoices and supporting documentation to Accounts Payable for payment in the current fiscal year. Sodexo invoices, related catering contracts and Business Meal Forms should be emailed together to payables@umw.edu. Please be aware that the Sodexo contract allows Sodexo to charge the University interest on late payments.

In addition to adhering to the deadlines, there are other things buyers, office managers and budget managers can do to prepare for year end.

- Review your open purchases orders and determine if they should remain open or if they can be closed. Open purchase orders indicate that the University has an outstanding obligation for future payment.
- Review your budget and spend and communicate remaining budget balances with department heads.
- Discuss upcoming projects and department needs that may affect budgets or that need to be completed within this fiscal year.
- Ensure vendors are charging the p-card timely. If they are not, reach out to see if there are additional steps required to ensure charges are processed by the fiscal year-end deadline.

Date	FY26 Action Deadline
April 10	Purchase requests for Standard IT equipment entered after this date may not be com received, and paid prior to the end of the fiscal year. You may continue to enter Stan technology requests, but there is no guarantee of them being completed in the curre
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 paymer made with the SPCC, but there is no guarantee that the charge will post to the accour current fiscal year budget.
May 15	SPCC billing cycle ends. Transactions posted to Works beginning May 16th will be on F There are no exceptions.
May 15	Last day to provide Sodexo invoices and supporting documentation to Accounts Payal payment in FY26.
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 (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 Ju

Thank you for the work you do that keeps University operations running smoothly!

Julie R. Smith
Associate Vice President for Finance and Controller
Authorized Representative for External Grants
University *of* Mary Washington
Eagle Village 480
540-654-1614

UPCOMING OUT OF OFFFICE
May 11 UMW closed
May 19-21 FOCUS conference
May 25 UMW closed

From: Julie Smith (jsmith23)
Sent: Thursday, March 12, 2026 10:59 AM
Subject: REMINDER: Upcoming Fiscal Year End Deadlines

Good Morning,

Please be aware of the upcoming deadlines related to fiscal year end. You'll find a few in the snip below and a complete list in the attached and on Finance's **Training Compliance and System Support website**.

In addition to adhering to the deadlines, there are other things buyers, office managers and budget managers can do to prepare for year end.

- Review your budget and spend and communicate remaining budget balances with department heads.
- Discuss upcoming projects and department needs that may affect those budgets or that need to be completed within this fiscal year.
- Ensure vendors are charging the p-card timely. If they are not, reach out to see if there are additional steps required to ensure charges are processed by the fiscal year-end deadline.

If you have any questions, please don't hesitate to email me. I may not know the answer, but I can get you to the people who do!

Date	***FY26 Action Deadline***
March 20	Purchase requests for Non-Standard IT equipment and software 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.
April 10	Purchase requests for Standard IT equipment entered after this date may 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 16th 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

Thank you!

Have a great day,

Julie

Julie R. Smith
Associate Vice President for Finance and Controller
Authorized Representative for External Grants
University *of* Mary Washington
Eagle Village 480
540-654-1614

UPCOMING OUT OF OFFFICE
Mar 30 – Apr 3 OFF

From: Julie Smith (jsmith23)
Sent: Friday, January 30, 2026 11:27 AM
Subject: IMPORTANT YEAR END DEADLINES

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 Non-Standard IT equipment and software 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.
April 10	Purchase requests for Standard IT equipment entered after this date may 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)
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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 22nd. 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
540-654-1614

UPCOMING OUT OF OFFFICE
Mar 30 – Apr 4 OFF