



## MEMORANDUM

**3/9/2026**

**TO:** Vice Presidents, Deans, Division Heads, and University Departments  
**FROM:** Dave Marshall, University Controller  
**COPIES:** A. Baird-James, D. Valadez, D. Zachmeyer, A. Kraetsch  
**SUBJECT:** Fiscal Year-End June 30, 2026 Schedule for Financial Processes and Services

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This memo provides the fiscal year-end schedule of deadlines for university financial processes and services.

The primary goals of this schedule are to ensure the timely completion of the fiscal year-end close process and the accuracy and completeness of all related financial reports and submissions. To achieve these objectives, we ask for the campus community's cooperation in meeting all deadlines outlined in the memo, which is essential for completing the critical steps of the fiscal year-end close process.

For convenience, the memo summarizes key dates and business services contacts in an easy-to-reference format.

If you have any questions regarding the following information, please contact the individuals listed for assistance with these or any other business services processes.

Please distribute this memo within your areas as needed.

## PROCUREMENT SERVICES AND PAYMENT SERVICES

### GENERAL INSTRUCTIONS:

Procurement Services (PS) has established the following deadlines to ensure the timely processing of orders for commodities and services in accordance with State statutes and applicable competitive bidding requirements. Requisitions received with complete and appropriate supporting documentation on or before the deadlines identified in the sections below will be processed and recorded within the current fiscal year. Requisitions submitted after the established deadlines will be processed as workload permits, following those received by the stated cutoff dates.

Departments are reminded that CSU and campus policies require compliance with specified reviews and approval processes prior to the processing of certain categories of procurements, including but not limited to software and information technology acquisitions. To facilitate timely review and processing by SBS, departments are strongly encouraged to submit purchase requests as early as practicable.

Fiscal year-end deadlines for purchase transactions are outlined in the following section. In preparation, departments should plan their purchasing activities as follows:

- **Complete all orders as early as possible.** Although specific fiscal year-end deadlines are provided below, early submission remains the most effective way to ensure timely processing.
- Ensure that invoices for annual service agreements and goods are approved and received in CSUBUY no later than **Friday, June 5, 2026**. Upon processing of these invoices, any remaining encumbrances associated with annual agreements will be liquidated.

Questions regarding the following deadlines should be directed to Procurement Services (sbs-procurement@calpoly.edu, 805-756-2232)

**1. IMPORTANT NOTE:** The Solano campus will move forward with one process in CSUBUY in the new fiscal year. As of June 30, 2026, Procurement will be closing all existing purchase orders created in Solano's PeopleSoft system. Any Solano PeopleSoft purchase orders needed for making payments after June 30, 2026, must be recreated in CSUBUY. Departments should create a new CSUBUY requisition as soon as possible (with the remaining PeopleSoft PO encumbrance balance only) to ensure smooth payment processing starting July 1, 2026. Please contact your Procurement Specialist with any questions or concerns.

### 2. PURCHASE REQUISITIONS

Deadlines for the submission of new purchase requisitions to be charged to the current fiscal year are provided below.

**\$100,000 and Over:** Requisitions must be DOA-approved, have all secondary approvals, and be received in the procurement review step in CSUBUY by **Friday, April 10, 2026**.

**\$5,001 to \$99,999:** Requisitions must be DOA-approved, have all secondary approvals, and be received in the procurement review step in CSUBUY by **Friday, April 24, 2026**.

**\$5,000 or Less:** Requisitions must be DOA-approved, have all secondary approvals, and be received in the procurement review step in CSUBUY by **Friday, May 1, 2026**.

**Change Requests:** All change requests must be DOA-approved, have all secondary approvals, and be received in the procurement review step in CSUBUY by **Friday, May 22, 2026**.

Purchase requisitions (with DOA approvals, all secondary approvals, and all backup documentation) received on or before the above deadlines will be processed as current fiscal year purchase orders.

### **3. PURCHASE REQUISITIONS SUBMITTED AFTER DEADLINE DATES**

Please contact your procurement specialist to determine feasibility.

### **4. ANNUAL PURCHASE ORDERS**

Annual purchase orders expire on **June 30, 2026**.

Each department is responsible for reviewing its annual purchase orders to determine whether the remaining balances will be used in the current fiscal year or if adjustments are needed.

- Requests to modify annual purchase orders must be emailed to the appropriate Procurement Specialist by Friday, May 22, 2026. Requests received after this date will be processed as time allows.
- Invoices must be submitted by **Friday, June 5, 2026**.

Invoices received after **June 5, 2026**, may be processed in the next fiscal year, depending on availability.

ALL remaining encumbrances for annual orders will be liquidated at that point unless an alternative close date has been discussed with your procurement specialist. Invoices received after the dates noted above may be charged to the next fiscal year unless other arrangements are made.

### **5. UNIVERSITY CONTRACTS**

University Contracts have a billing cutoff date of **Friday, June 5, 2026**. Items need to be ordered and invoiced in time to appear on this billing statement and charged in the current fiscal year.

#### **EXCEPTIONS:**

- Cal Poly Partners charges through **Friday, May 15, 2026**, will be recorded in the current fiscal year. Charges after this date will be recorded in the next fiscal year.
- Staples charges through **Friday, June 5, 2026**, will be recorded in the current fiscal year. Charges after this date will be recorded in the next fiscal year.

### **6. TRAVEL (CONCUR)**

Travel expenses coded 100% to university chartfields must be submitted to POLYTRAVEL no later than **Friday, June 5, 2026**. Any claims received after this date will be processed as time allows and may be recorded in the next fiscal year. Travel questions should be directed to POLYTRAVEL (805-756-1717).

### **7. FACULTY AND STAFF REIMBURSEMENTS (CONCUR)**

Reimbursements for faculty and staff expenses processed through Concur must be submitted and fully approved no later than **Friday, June 5, 2026**, to be recorded in the current fiscal year. Expense reports received after this deadline will be processed as time permits and may be recorded in the subsequent fiscal year. Questions may be directed to Payment Services (805-756-2291).

### **8. PROCARD (CONCUR)**

The ProCard billing cycle will close on **Tuesday, June 23, 2026**, and the deadline for submitting expense reports is **Thursday, July 2, 2026**. Expense reports that are submitted by this date will be accrued in the current fiscal year. Any charges not included in expense reports submitted for approval by the stated deadline will be recorded in the subsequent fiscal year. Questions should be directed to Payment Services (805-756-2291).

### **9. STUDENT REIMBURSEMENTS**

Student Reimbursement Forms must be received in Payment Services by **Friday, June 5, 2026**. Questions regarding these forms can be directed to Payment Services (805-756-2291).

## UNIVERSITY ACCOUNTING & REPORTING and UNIVERSITY BUDGET & FISCAL PLANNING

### 1. HOURLY EMPLOYEE PAYROLL APPROVAL

The deadline for online approval of reported hours for all hourly staff and student employees for the May 2026 pay period is Wednesday, **June 3, 2026**. Hours entered and fully approved in the system by this date will be recorded in the current fiscal year.

Questions regarding staff and student payroll should be directed to Payroll Services (805-756-2605).

### 2. INTERAGENCY FINANCIAL TRANSACTION (IFT) REQUESTS

IFT requests must be received by **Thursday, June 4, 2026**. Requests received after this date will be recorded in the next fiscal year.

An IFT is a CSU system-wide mechanism to allocate funding and recover costs between our campus and other CSU campuses or the Chancellor's Office (CO). It replaces billing and invoicing between CSU entities. When generating an IFT request to collect funds from another campus or the CO, there must be a written acceptance of the charges from the remitting campus or CO, agreed upon by both parties. This can be in the form of an agreement, contract, MOU, or email exchange.

Questions regarding IFT requests should be directed to Thomas Paulson, University Accounting & Reporting (805-756-0961).

### 3. CHARGEBACKS (Recharges)

Chargebacks for Alarm (intrusion), Copier Program, LiveScan (Fingerprinting), Transportation, Postage (metered), UPS, Campus Ship, and Facilities work order-related requests received by **Thursday, June 25, 2026**, will be recorded in the current fiscal year. Any recharges for these services received in Financial Services after this date will be charged in the next fiscal year.

Questions concerning chargeback processing should be directed to University Accounting & Reporting (805-756-2242, [uar@calpoly.edu](mailto:uar@calpoly.edu)).

### 4. EXPENDITURE TRANSFERS, NON-PAYROLL

Requests for non-payroll expenditure transfers will be recorded in the current fiscal year if the original transaction was recorded after the mid-year close date of March 31, 2026 (refer to Mid-year Close memo), and requests are submitted to University Accounting & Reporting by **Friday, June 12, 2026**. All expenditure transfer requests must be submitted to [expendituretransfer@calpoly.edu](mailto:expendituretransfer@calpoly.edu).

- Questions regarding expenditure transfers with State funding sources (excluding University Campus Program funds) should be directed to Thomas Paulson, University Accounting & Reporting (805-756-0961).
- Questions regarding expenditure transfers with University Campus Program funds should be directed to [ucp@calpoly.edu](mailto:ucp@calpoly.edu).

### 5. PAYROLL EXPENDITURE TRANSFERS AND POSITION FUNDING FORMS

Requests for payroll expenditure transfers for April – May must be received by **Friday, June 5, 2026**. Transfers are requested using the appropriate [Business Services Forms](#).

Questions concerning payroll expenditure transfers should be directed to Heidi Lorgé at [payrolltransactions@calpoly.edu](mailto:payrolltransactions@calpoly.edu).

## **6. REQUESTS FOR BUDGET TRANSFERS**

Requests to revise any current fiscal year budgets should be emailed to: [budgettransfers@calpoly.edu](mailto:budgettransfers@calpoly.edu) as soon as possible after receipt of May 2026 financial reports, but no later than **Friday, June 5, 2026**.

Questions regarding requests for budget transfers should be directed to either Elizabeth Williams (805-756-7065, [ejwillia@calpoly.edu](mailto:ejwillia@calpoly.edu)) or Pat Rosemas (805-756-7097, [prosemas@calpoly.edu](mailto:prosemas@calpoly.edu)), University Budget & Fiscal Planning Department.

## **7. PETTY CASH**

Petty cash transactions for the current fiscal year will be processed up to **4:00 PM on Thursday, June 18, 2026**. Requests for petty cash reimbursement submitted after this date will be expensed in the next fiscal year.

Questions regarding petty cash transactions should be directed to the University Cashiers Office (UCO) (805-756-2256, Administration Building, Room 131E).

## **8. PAYMENTS FOR FACULTY/STAFF OTHER SUPPORT TIME/FRACTION (AP Form 107C)**

Payments by the Cal Poly Partners related to Academic Personnel Form 107C transactions will be recorded in the current fiscal year if payment is received in the University Cashiers Office by **3:00 PM Thursday, June 25, 2026**. Payments received after this date will be recorded in the next fiscal year. Questions concerning Form 107C contract payments should be directed to Shawna Donahou, Accounts Receivable (805-756-1711, [accountsreceivable@calpoly.edu](mailto:accountsreceivable@calpoly.edu)).

## **9. CASH/CHECK DEPOSITS**

Deposits will be posted in the current fiscal year if payment is received at the University Cashiers Office by **3:00 PM, Tuesday, June 30, 2026**. Payments received after this date will be recorded in the next fiscal year. Note: Satellite Cashiers all have specific deadlines that are pre-arranged with each entity.

**Fiscal Year-End Deadlines  
2025/2026**

<b>PROCUREMENT SERVICES</b>		<b>DEADLINE</b>	
\$50,000 and over	Requisitions must be approved, budget checked, and all back-up received.	Friday, April 10, 2026	
\$2,501 to \$49,999	Requisitions must be approved, budget checked, and all back-up received.	Friday, April 24, 2026	
\$2,500 or less	Requisitions must be approved, budget checked, and all back-up received.	Friday, May 1, 2026	
Change Orders	All change order requests must be received by the Procurement Specialist.	Friday, May 22, 2026	
University Contracts	Transactions invoiced after this date will be recorded in the next fiscal year.	Friday, June 5, 2026	
	<b>Exceptions</b> Cal Poly Partners charges through <b>Friday, May 15, 2026</b> , will be recorded in the current fiscal year. Charges recorded after this date will be recorded in the next fiscal year. Staples charges posted by <b>June 5, 2026</b> , will be recorded in the current fiscal year. Charges after this date will be recorded in the next fiscal year.		
US Bank ProCard	Billing cycle closes June 23, 2026, final day to submit an expense report for the current fiscal year	Thursday, July 2, 2026	
<b>FINANCIAL AND PAYMENT SERVICES</b>		<b>DEADLINE</b>	<b>CONTACT</b>
<b>Hourly &amp; Student Employee Payroll:</b> All hours worked in May 2026 must be approved online ( <a href="https://my.calpoly.edu">https://my.calpoly.edu</a> ) by this date.		Wednesday, June 3, 2026	Payroll Services 805-756-2605
<b>Interagency Financial Transaction (IFT) Requests:</b> IFT requests received after this date will be recorded as next fiscal year transactions.		Thursday, June 4, 2026	Thomas Paulson 805-756-0961
<b>General Chargebacks:</b> Chargebacks for the following inter-departmental services: Alarm (intrusion), Copier, LiveScan (Fingerprinting), Transportation, Postage (metered), Campus Ship, UPS, and Facilities work orders must be submitted by this date. Any chargeback files received after this date will be processed as next fiscal year transactions.		Thursday, June 25, 2026	University Accounting & Reporting 805-756-2242
<b>Expenditure transfers, non-payroll:</b> Requests for expenditure transfers (for transactions recorded after the mid-year close date of March 31st) should be emailed to <a href="mailto:expendituretransfer@calpoly.edu">expendituretransfer@calpoly.edu</a> by this date. Requests received after this date will be processed as time permits and may be recorded in the next fiscal year.		Friday, June 12, 2026	Thomas Paulson 805-756-0961
<b>Payroll expenditure transfers and position funding forms:</b> Requests (for April – May pay periods) use <a href="#">Business Services Forms</a> .		Friday, June 5, 2026	payrolltransactions@calpoly.edu
<b>Budget Transfers:</b> Requests for budget transfers should be emailed to: <a href="mailto:budgettransfers@calpoly.edu">budgettransfers@calpoly.edu</a> by this date.		Friday, June 5, 2026	Elizabeth Williams 805-756-7065
<b>Travel Expense Claim Forms or Concur Expense Reports /Travel Reimbursement Requests</b>		Friday, June 5, 2026	POLYTRAVEL 805-756-1717
<b>CSUBUY AND REIMBURSEMENTS:</b> Requests received after this date will be recorded as next fiscal year transactions.		Friday, June 5, 2026	Payment Services 805-756-2291
<b>Petty Cash:</b> Petty Cash transactions processed after <b>4:00 PM</b> on this date will be charged to next fiscal year.		Thursday, June 18, 2026	UCO 805-756-2256
<b>Payments for other Support Time Form 107C:</b> Payments received after this date for 107C contracts will be recorded as next fiscal year transactions.		Thursday, June 25, 2026	Shawna Donahou 805-756-1711
<b>Cash / Check Deposits:</b> Deposits received at the University Cashiers Office after <b>3:00 PM</b> on this date will be recorded in the next fiscal year.		Tuesday, June 30, 2026	UCO 805-756-2256