

Fiscal Year 2024-2025 Deadlines **May 1, 2025**

TO: Budget Unit and Department Heads/& All Employees

FROM: Dr. Bill Graves, Vice President for Business Affairs

*Bill Graves
5/1/25*

The following procedures are required to ensure a smooth close for Fiscal Year (FY) 2024-2025. Unless otherwise noted, **all dates apply to all funds (General Fund, Auxiliary Fund, Student Fee Accounts, Restricted Accounts, and Grants & Contracts)** for all purchases and/or services needed by June 30, 2025.

FRIDAY, May 9:

General Fund:

Purchase Requisitions for goods/services with an expected cost greater than \$30,000 should be approved in Banner and appropriate specifications & VP/Pres approval submitted to Purchasing.

Grants and Contracts with Project Dates Ending June 30th, 2025 Only

Purchase Requisitions for goods/services with an expected cost greater than \$30,000 require a minimum 20-day advertising period should be approved in Banner and appropriate specifications & VP/Pres approval submitted to Purchasing.

FRIDAY, May 16:

Purchase Requisitions for goods/services with an expected cost between \$10,000 and \$30,000 should be approved in Banner and appropriate specifications & VP/Pres approval submitted to Purchasing.

TUESDAY, May 27:

Budget transfers with all appropriate signatures for FY 2024-2025 are due in the Budget Office. Purchase Requisitions for goods/services with an expected cost between \$1,000 and \$10,000 should be approved in Banner and appropriate specifications & VP/Pres approval submitted to Purchasing.

WEDNESDAY, May 28:

Last day to use ULM Purchasing Card for purchases. All use must be delayed until July 6, 2025 or later. All ULM Purchasing Cards will be suspended during the June billing cycle (June 6, 2025 thru July 5, 2025). Only essential P-cards, CBA Accounts and Travel Cards will remain active during this time. However, all statements, supporting documentation and VP/Pres approvals for the essential cards that remained open must be received in the Controller's Office or Purchasing Dept (as applicable) no later than July 7, 2025 in order to allow for a timely fiscal year-end close.

FRIDAY, June 6:

Check Requests **NOT REQUIRING** bids (**on state contract or under \$1,000 including Petty Cash**) to be charged to FY 24-25 are due in the Purchasing Department with all required signatures and VP/Pres approval. Deadline to purchase using Interdepartmentals at the Bookstore, Copy Center and Physical Plant work orders.

FRIDAY, June 13:

ALL Interdepartmentals for FY 2024-2025 due in the Controller's Office. All CPR's and Receiving reports (signed & dated) for goods & services charged to FY 24-25 are due in the Controller's Office in order to be processed for the final check run on June 20, 2025.

WEDNESDAY, June 18:

Payroll Action Form Deadline to **Human Resources** for processing on final payroll of FY 24-25. All payroll action forms will need approval by the appropriate Vice President or President.

FRIDAY, June 20:

All travel expense reports for travel completed by June 20, 2025 will be due in the Controller's Office. All P-Card transactions must be completed in Works, and all statements, logs, receipts, VP/Pres approvals and supporting documentation to be received in Purchasing Office for the June 5th statement period.

MONDAY, July 7:

All statements supporting documentation and VP/Pres approvals must be received in the Controller's Office or Purchasing Dept (as applicable) no later than July 7, 2025 for any essential P-card, Travel card or CBA that was granted permission to remain open for the dates of May 28, 2025 – July 6, 2025.

Any exceptions must be approved by the appropriate Vice President or President.