

Fiscal Year 2025-2026 Deadlines **May 1, 2026**

TO: Budget Unit and Department Heads/& All Employees
FROM: Dr. Bill Graves, Vice President for Business Affairs



The following procedures are required to ensure a smooth close for Fiscal Year (FY) 2025-2026. 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, 2026.

FRIDAY, May 8:

General Fund:

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

Grants and Contracts with Project Dates Ending June 30th, 2026 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 & required approvals submitted to Purchasing.

FRIDAY, May 15:

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

TUESDAY, May 26:

Budget transfers with all appropriate signatures for FY 2025-2026 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 & required approvals submitted to Purchasing.

FRIDAY, May 29:

Last day to use ULM Purchasing Card for purchases. All use must be delayed until July 6, 2026 or later. All ULM Purchasing Cards will be suspended during the June billing cycle (June 6, 2026 thru July 5, 2026). Only essential P-cards, CBA Accounts and Travel Cards will remain active during this time. However, all statements, supporting documentation and required 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, 2026, in order to allow for a timely fiscal year-end close.

FRIDAY, June 5:

Check Requests **NOT REQUIRING** bids (**on state contract or under \$1,000 including Petty Cash**) to be charged to FY 25-26 are due in the Purchasing Department with all required signatures and approvals. Deadline to purchase using Interdepartmentals at the Bookstore, Copy Center and Physical Plant work orders.

FRIDAY, June 12:

ALL Interdepartmentals for FY 2025-2026 due in the Controller's Office. All CPR's and Receiving reports (signed & dated) for goods & services charged to FY 25-26 are due in the Controller's Office in order to be processed for the final check run on June 20, 2026.

WEDNESDAY, June 17:

Payroll Action Form Deadline to **Human Resources** for processing on final payroll of FY 25-26.

FRIDAY, June 19:

All travel expense reports for travel completed by June 19, 2026, will be due in the Controller's Office. All P-Card transactions must be completed in Works, and all statements, logs, receipts, approvals and supporting documentation uploaded and completed in Works for the June 6th statement period.

MONDAY, July 6:

All logs, receipts, approvals, and supporting documentation uploaded and completed in Works no later than July 7, 2026 for any essential P-card, Travel card or CBA that was granted permission to remain open for the dates of May 27, 2026 – July 6, 2026.

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