



Following are the definitions of several terms used throughout this memo:

- The Business Office will work with you to make sure documents are charged to the appropriate fiscal year. **Please do not combine FY 2024-2025 and FY 2025-2026 transactions on a single document.**

Cashier's Office Hours:	8:30 a.m. to 4:30 p.m., Monday through Thursday 9:00 a.m. to 1:00 p.m., Friday
Business Office Hours:	8:00 a.m. to 5:00 p.m., Monday through Friday
Payroll Office Hours:	8:00 a.m. to 5:00 p.m., Monday through Friday

Document Type	Business Office Cutoff Date for Old Year (FY2024-2025)	Business Office Acceptance Date for New Year (FY2025-2026)
Purchase Orders/Requisitions	5/09/2025 5:00 p.m.	6/02/2025
Office Depot supply orders	5/30/2025 5:00 p.m.	7/01/2025
Use of Existing Blanket Purchase Orders (BPO)	5/30/2025 5:00 p.m.	7/01/2025
Run Budget Reports and Review encumbrances	6/30/2025 5:00 p.m.	N/A
Cash Receipts (checks and/or credit card payments)	6/16/2025 5:00 p.m.	7/01/2025
Timecard Entry Opens 6/30/2025 for period of June 11th to June 30th	7/02/2025 5:00 p.m.	N/A
Invoices and Packing slips (from POs)	7/14/2025 5:00 p.m.	7/01/2025
Travel Expense Claim Forms	7/14/2025 5:00 p.m.	7/01/2025
Check Requests	7/14/2025 5:00 p.m.	7/01/2025
Time & Effort Certifications (Federal Grant Employees)	7/14/2025 5:00 p.m.	8/10/2025
Expenditure Transfers	7/14/2025 5:00 p.m.	7/1/2025
Budget Revisions/ Budget Transfers	7/14/2025 5:00 p.m.	7/1/2025