



**ADMINISTRATIVE SERVICES
FISCAL YEAR 2025-26 CLOSING ACTION PLAN**

The purpose of this action plan is to support a successful FY 2025-2026 fiscal year closing and provide key document processing dates to the Hartnell Community College Community.

The following are definitions of several terms used throughout this memo:

- ➔ Fiscal/Budget Year July 1st through June 30th
- ➔ Closing Year/FY 2026 July 1, 2025 through June 30, 2026
- ➔ New Year/FY 2027 July 1, 2026 through June 30, 2027

The Business Office will work with you to make sure documents are charged to the appropriate fiscal year. **Please do not combine FY 2025-2026 and FY 2026-2027 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

Fiscal Year 2025-2026 Key Closing Dates

Document Type	Business Office Cutoff Date for Old Year (FY2025-2026)	Business Office Acceptance Date for New Year (FY2026-2027)
Purchase Orders/Requisitions	5/08/2026 5:00 p.m.	6/01/2026
Office Depot supply orders	5/29/2026 5:00 p.m.	7/01/2026
Use of Existing Blanket Purchase Orders (BPO)	5/29/2026 5:00 p.m.	7/01/2026
Run Budget Reports and Review encumbrances	6/30/2026 5:00 p.m.	N/A
Cash Receipts (checks and/or credit card payments)	6/15/2026 5:00 p.m.	7/01/2026
Timecard Entry Opens 6/30/2026 for period of 6/11-6/30/26	7/02/2026 5:00 p.m.	N/A
Invoices and Packing slips (from POs)	7/13/2026 5:00 p.m.	7/01/2026
Travel Expense Claim Forms	7/13/2026 5:00 p.m.	7/01/2026
Check Requests	7/13/2026 5:00 p.m.	7/01/2026
Time & Effort Certifications (Federal Grant Employees)	7/13/2026 5:00 p.m.	8/10/2026
Expenditure Transfers	7/13/2026 5:00 p.m.	7/01/2026
Budget Revisions/ Budget Transfers	7/13/2026 5:00 p.m.	7/01/2026