



MEMORANDUM

To: Campus Community
Date: March 26, 2026
From: Heather Macaulay, Associate Vice President for Business and Financial Services
CC: Liz Gamez, Director of Campus Accounting and Reporting
Re: Fiscal Year End Schedule and Deadlines for FY 2025-2026

In preparation for the close of fiscal year ending June 30, 2026, the following deadlines have been established to ensure year-end close processes are completed timely and all financial data and reports are accurate and complete. These deadlines enable the University to meet the financial reporting requirements of the State Controller's Office, CSU Chancellor's Office, and various other government and non-governmental agencies.

Financial and business services will host two year-end training/workshops to review year-end deadlines and provide campus users the opportunity to ask questions and request assistance with submitting paperwork. Attendance at one of the year-end training sessions is highly encouraged.

The workshops will be held via zoom on Thursday, March 26th from 2-3:30pm and Wednesday, April 8th from 1-2:30pm.

Clickable Zoom links are below:

Thursday, March 26th - Clickable Zoom link is [March 26th Zoom Link](#)

Wednesday, April 8th - Clickable Zoom link is [April 8th Zoom Link](#)

Business and Financial Services

California State University, Bakersfield

9001 Stockdale Hwy. • Mail Stop: 39 ADM • Room ADM 109 • Bakersfield, CA 93311

Year-end Deadline Summary

April 17, 2026	Labor Cost Distribution (LCD) Payroll Moves for March 2026.
May 1, 2026	Direct Pays and invoices through April 30, 2026. Chargebacks through April 30, 2026.
May 4, 2026	Billing request forms for activity through April 2026. Journal entries for activity through April 30, 2026.
May 7, 2026	Requisitions \$25,000 or greater, including Public Works projects, submitted in CSUBUY Procure-to-Pay (P2P) with all required department approvals and received by Procurement.
May 15, 2026	Paper travel claims for travel occurring before April 1, 2026.
May 19, 2026	Labor Cost Distribution (LCD) Payroll Moves for April 2026.
May 28, 2026	Requisitions less than \$25,000 submitted in CSUBUY P2P with all required department approvals and received by Procurement.
May 29, 2026	Concur travel claims for travel through April 2026.
June 1, 2026	Direct Pays and invoices through the month of May 2026. Chargebacks for the month of May 2026.
June 2, 2026	All 25/26 events through June 1, 2026 to be sealed.
June 4, 2026	Billing request forms for the month of May 2026. Billing request forms for activity for the month of June 2026. Direct Pays and invoices for the month of June 2026 Journal entries for activity during the month of May 2026. Travel <u>accruals</u> for travel from May 1 – June 30, 2026.
June 12, 2026	Budget transfers for FY25/26
June 19, 2026	Labor Cost Distribution (LCD) Payroll Moves for May 2026.

Note: For guaranteed processing, all items must be received by 5:00pm on the dates listed above.

Year-End Deadline Summary by Department for Fiscal Year 2025-2026

Accounting and Reporting (e-mail: accounting@csub.edu)

All chargebacks submitted by each respective service provider are generally posted in the following month. As a result, all chargebacks for each fiscal year will be for charges from June to May. All June 2026 chargebacks will be processed and posted in the next fiscal year.

Journal entries through April 2026

Deadline to submit expense transfers for activity through April 2026: May 1, 2026

CMP Expenditure transfers	Contact: accounting@csub.edu
ASI Expenditure transfers	Contact: studentaffairsaccounting@csub.edu
FDN Expenditure transfers	Contact: foundationaccounting@csub.edu
SPA Expenditure transfers	Contact: spaaccounting@csub.edu
STU Expenditure transfers	Contact: studentaffairsaccounting@csub.edu

Chargebacks through May 2026

Deadline to submit chargebacks: June 1, 2026.

CCP Use Tax	Contact: Michael Hufnagel
Copier Program	Contact: Lexis Hanssen
Fingerprinting	Contact: Emily Azamar
Facilities Work Orders	Contact: Adam Bye
Hot Spot/Mobile Internet Access	Contact: Michael Hufnagel
Parking	Contact: Emily Azamar
Photo ID	Contact: Emily Azamar
Postage and Courier	Contact: Emily Azamar
Printshop/Reprographics	Contact: Emily Azamar
Telecommunications	Contact: Michael Hufnagel
Telecomm (Cell/Equipment)	Contact: Michael Hufnagel
Voyager	Contact: Emily Azamar

Journal entries through May 2026

Deadline to submit May expense transfers: June 4, 2026

CMP Expenditure transfers	Contact: accounting@csub.edu
ASI Expenditure transfers	Contact: studentaffairsaccounting@csub.edu
FDN Expenditure transfers	Contact: foundationaccounting@csub.edu
SPA Expenditure transfers	Contact: spaaccounting@csub.edu
STU Expenditure transfers	Contact: studentaffairsaccounting@csub.edu

Payment Services and Travel (email:accounts_payable@csub.edu)

Invoices, Direct Pay, Travel, or other documents received after the deadlines will be processed and posted in the next fiscal year. In addition, any incomplete paperwork (i.e. paperwork missing chartfield, signatures, or supporting documentation) will be processed and posted in the next fiscal year.

Before submitting any grant-related paperwork to Payment Services, please ensure all paperwork is approved by SPA Post-Award prior to submission.

Procurement Card (ProCard)

- The ProCard June billing cycle: May 12th to June 10, 2026.
- The ProCard reconciliation period for June statement: June 11 - 24, 2026.
- Note: Use tax charges assessed on ProCard purchases during the June billing cycle will be posted in the next fiscal year.

Invoices and Direct Pays

- Deadline to submit for invoices/DP's through April 30th is May 1, 2026.
- Deadline to submit for invoices/DP's from May 1st through May 31st is June 1, 2026.
- Deadline to submit for June 2026 transactions is June 4, 2026.

Travel Claims

All Concur FY 25/26 travel claims for travel occurring through April 30, 2026 must be submitted in Concur by May 29, 2026 in order to post to fiscal year June 30, 2026.

Travel claims submitted after the deadline will be reviewed based on date received and may not be posted until the next fiscal year.

For any paper travel claims correlated to travel before April 1st, the deadline to submit all paperwork is May 13, 2026.

Travel Accruals

Deadline to submit travel accruals is June 1, 2026 for any travel occurring May 1, 2026 through June 30, 2026.

Please note that travel expenses prior to April 6, 2026 will not be accrued. All travel claims must be submitted by the deadlines above for guaranteed processing in this fiscal year. To accrue out of pocket travel starting on April 6th through June 3rd use the [FY25-26 Travel Accrual PowerForm](#). Please do not submit travel accruals if a travel claim is being processed.

If you have any questions, please contact Hillary Castellano, ext.3568.

Direct-Billed Travel Expenses (Concur, Uniglobe, car rentals, local hotels)

Invoices for car rentals and local hotels are processed based on the date received. If both the vendor invoice and the Charge Request are submitted by June 4, 2026, the invoice will be processed in FY25/26.

Uniglobe expenses posted after June 5, 2026, and charges with missing Charge Request forms will be posted to the next fiscal year.

Instructionally Related Activities – MSI01 (IRA) (email: studentaffairsaccounting@csub.edu)

All IRA MSI01 awarded amounts must be expended by June 30, 2026. On July 1, 2026, projects will be inactivated and unable to be accessed by departments.

IRA MSI01 Deadlines

Travel –

Concur FY 25/26 travel claims through April 30, 2026 must be submitted by May 29, 2026

Travel Accruals for travel from May 1 – June 30, 2026 must be submitted by June 1, 2026

Journal Entries

April expense transfers must be submitted by May 4, 2026

May expense transfers must be submitted by June 4, 2026

No additional expense transfers will be processed following June 4, 2026, including Procard transactions related to an IRA activity, but posted to a non-IRA fund.

See Procard and Procurement for additional deadlines impacting IRA.

If you have any questions, contact studentaffairsaccounting@csub.edu

Payroll (email: hr@csub.edu)

To meet reporting requirements, the Campus reports on a June through May operating cycle. This process is consistent with most of the CSU campuses and will maintain 12 months of payroll expenses in the fiscal year. With respect to grant programs, these year-end deadlines must be met in addition to any specific deadlines set by grant award sponsors.

If you have any questions, please contact Lucero San at x 6267.

Please note the following dates:

March 2026 LCD Payroll moves due April 17, 2026.

April 2026 LCD Payroll moves due May 19, 2026.

May 2026 LCD Payroll moves due June 19, 2026.

June 2026 LCD Payroll moves due July 17, 2026.

June Payroll will be posted by the end of June 2026; payroll moves processed in next fiscal year.

All monthly June **Payroll** dated on or before July 1, 2026, will be charged to FY 2025-26 budget.

Employees that are paid for June on July 13, 2026, will be charged to the FY 2026-27 budget (this includes prior pay period late time). Hourly and Special Consultant Payroll for Grant programs ending June 30, 2026, must be submitted to HR/Payroll by June 12, 2026, for these transactions to be charged to FY 2025-26.

If you have any questions, please contact Tina Williams at ext. 3205

Grants and Sponsored Program Activities (email: spaaccounting@csub.edu)

All grant-related paperwork needs to be approved by SPA Post-Award, prior to being submitted to other departments. To meet designated deadlines, all paperwork must be received in SPA Post-Award one week before campus deadlines.

SPA Grants

SPA Accounting will manually accrue all FY 2025-26 invoices submitted to Post Award by **noon** July 7th. *(All grant-related paperwork is due in Post Award by **July 2, 2026**)*

Manual accrual list must be submitted to the SPA Accountant for all individual FY 2025-26 invoices greater than \$100 that were not submitted to Post Award by July 2nd deadline, must be submitted by July 10, 2026.

If you have any questions, contact Gipsy Mejia at x2875 or Frank Pacheco at x2476

Budget Office (email: ORG-Budget@csub.edu)

Budget Transfers

Deadline to submit budget transfers: June 12, 2026.

If you have any questions, please contact Natasha Hayes, ext.2263.

Procurement and Contract Services (email: procurement@csub.edu)

Please include all necessary supporting documentation with a requisition, including approvals or authorizations, quotes, contracts, etc. When feasible, use the Procurement Credit Card (ProCard) for routine low value commodity purchases.

If you anticipate any issues in meeting these deadlines, please contact Procurement.

Purchases of **\$25,000 and greater**, including **Public Works projects**, must be submitted in CSUBUY P2P with required approvals and received by Procurement by **Thursday, May 7, 2026**.

Purchases **under \$25,000** must be submitted in CSUBUY P2P with required approvals and received by Procurement by **Thursday, May 28, 2026**.

Note: Any requisitions not submitted and approved by the deadlines above will be held for processing in **FY2026-27**. Procurement cannot guarantee any requisitions submitted by due dates above will be processed in FY 2025-26 if additional approvals are needed or processes required, such as contract creation or bid process.

Invoices for services rendered must be received by June 4, 2026, in Payment Services to be paid from the FY 2025-26 budget. This deadline does not apply to grants. *Please refer to the Grants and Sponsored Programs related activities section of this memo.*

Future FY 2026-2027 Requisitions submitted in current FY 25-26

Requisitions for the new fiscal year may be submitted in CSUBUY P2P beginning Monday, May 4, 2026. Remember to enter an accounting date (field in P2P) of July 1, 2026, or later and add comment: ***“PO is for FY***

2026-27.” POs processed will be held for release until July 2, 2026, unless there is a critical need to release early (contact Procurement and provide justification).

All requisitions submitted early for FY 2026-27 will go to Procurement for processing, including punchout catalog items (i.e. Staples, Amazon). Punchout catalog orders cannot be held for processing until July 2, please process these orders in CSUBUY Marketplace on Procard. Procard deadlines apply.

This process only applies to requisitions submitted for FY 2026-27 from May 4 through July 2, 2026.

Annual Renewals and Blanket Purchase Orders

Annual renewals and blanket PO requisitions can be submitted beginning Monday, May 4, 2026. Please be sure to input the accounting date (will be required field in P2P) of July 1, 2026, or later and add comment: “*annual renewal or blanket PO for FY 2026-27*”. POs will be held for release until July 2, 2026. **As of July 2, the accounting date and comment will no longer be necessary.**

For blanket POs that include both services and goods, please create a separate line for services (non-taxable) and goods (taxable). Additionally, do not combine multiple departments (DEPT IDs) on a single requisition for a blanket PO, as this can create issues when individual department supervisors need to review and approve invoices.

Distribution Services (email: distribution@csub.edu)

The deadline to submit assets for addition, deletion or transfer in CFS AMS is June 18, 2026. Assets will be held after this date for input on/after July 2, 2026.

Postage and Courier: Mail and packages processed by May 26, 2026 will be posted for chargeback in the current FY 25-26.

All postage and courier charges processed after this date will be posted in FY 2026-27.

If you have any questions on deadlines or chargebacks, please contact Distribution Services.

Student Financial Services (email: sfs@csub.edu)

Petty Cash through June 4th are due on June 4, 2026.

Note: Petty Cash vouchers submitted after June 4, 2026, will be posted to the next fiscal year. If you have any questions, please contact Cashiering at x 6206.

25Live: All 25-26 events through June 1st must be sealed by June 2, 2026

***Reminder** - All on and off-campus events are **required** to be entered into 25Live.

Billing Request Forms:

April 2026 Billing Request Forms are due May 4, 2026.

May 2026 Billing Request Forms are due June 4, 2026.

June 2026 Billing Request Forms are due June 4, 2026.

If you have any questions concerning the Billing Request Forms, please email Accounts Receivables at email address below: accounts_receivable@csub.edu

All billing requests submitted after this date will be processed in FY 2026-27.

