

Fiscal Year-End Instructions FY25

Please review the fiscal year 2025 year-end dates for financial transaction processing below. To ensure processing prior to the close of the fiscal year, it is not recommended to submit check requests on the final processing day. Check requests received after the June 16th cutoff may not be paid until July.

MAY 15	*First day Departments can key in new year blankets, maintenance & all requisitions. These FY26 standing requisitions should get entered prior to June 2 to allow time for procurement bid processing.
JUNE 2	*Cut-off date for requisitions in FY25 for quotes/bids over \$10,000 *Cut-off date for new year standing or blanket requisitions needed immediately in FY26 *Cut-off date for computer purchases to be purchased with FY25 departmental funds
JUNE 9	*Cut-off date to enter non-bid (under \$10,000) requisitions in FY25
JUNE 16	*Last day for Departments to have Check Requests, Intramural Vouchers, Journal Vouchers, & Budget Transfers submitted to Office of the Controller *Last day for Accounts Payable to enter invoices to ensure processing & Departmental approval before year-end close
JUNE 30	*Last day for cash deposits- need to be in by 3:30 PM
JULY 1	*First check run in FY26 *First day to submit FY26 travel authorizations (see travel instructions below)
JULY 3	* Last date to make accounting changes in SDG2 for FY25- Charges with a post date of June 22 through Jun 28 will be uploaded into Banner on July 7th and recorded in FY25.

Year-End Travel Instructions:

- If travel has been completed and all reimbursements have been submitted, please expire the pre-approval in Chrome River.
- If travel was canceled and no reimbursements will be required, please expire the pre-approval in Chrome River.
- A travel request that has received all levels of approval and been finalized in Chrome River during June, with a "Travel Start Date" in June will encumber current fiscal year funds.
- A travel request that has received all levels of approval and finalized after June 1st, with a "Travel Start Date" of July 1st or later will encumber next fiscal year funds (FY2026).

Procurement Change:

- Note new procurement deadlines for completing requisitions for current year FY25 and for FY26 new year standing or blanket orders. These deadlines allow time for evaluation and bid of FY26 needs.

Contacts:	
Account Analysts (cash deposits):	x3511
Grants:	Valerie.Brandenburg@indstate.edu
Office of Procurement:	ISU-Purchasing@indstate.edu
Procurement Card:	ISU-ProcCard@indstate.edu
Travel:	Travel@indstate.edu
Controller's Office Budget Analyst:	ISU-Finance_Budget@indstate.edu