

STATE UNIVERSITY OF NEW YORK PLATTSBURGH

Fiscal Year 2024-25 Close-Out Chart

Important: In order to pay from FY 2024-25 funds, all services must be completed and/or goods received by 6/30/25. Goods or services received after 7/1/2025 will be applied to FY 2025-26.

Deadline Date	Requisitions/PO's, Contracts, Expenditure (Journal) Transfers & IFR Revenue Distribution, and Travel Reimbursements
4/11/25	Last day to submit FY 2024-25 requisitions valued over \$75,000
4/18/25	Last day to submit FY 2023-24 requisitions valued from \$50,000- \$74,999
5/16/25	Last day to submit FY 2023-24 requisitions valued from \$2,500 to \$49,999
6/6/25	Last day to submit all remaining FY 24-25 requisitions. Note: Emergency purchases may still be made after this date. Department must provide documentation justifying the emergency nature of the expense.
6/25/25	<ul style="list-style-type: none"> • Final date for FY 24-25 Third Party billing requests, campus recharge expenditure journals for automotive, postage and printing & duplicating. • Estimated date for FY 24-25 revenue distribution to IFR accounts.
6/27/25	<ul style="list-style-type: none"> • Anticipated last day that SUNY FMS will be available for FY 24-25. • All requisitions regardless of Fiscal Year submitted in Jaggaer will be placed on holding until FMS becomes available (estimated 7/8/24)
6/30/25	<ul style="list-style-type: none"> • Last business day of the fiscal year • Last day for completion of contract services or receipt of goods to be paid from FY 24-25 funds
7/1/25	<ul style="list-style-type: none"> • FY 25-26 begins
7/8/25	<ul style="list-style-type: none"> • Anticipated date that SUNY FMS will be available for FY 25-26 • Requisitions held due to SUNY FMS being unavailable will begin to be processed.
7/25/25	<ul style="list-style-type: none"> • Last day to submit PO invoices to Procurement Services • Procurement Services cancels remaining outstanding purchase orders.

8/1/25	<ul style="list-style-type: none"> • Last day to submit the following expenses for FY 24-25 • Travel vouchers for all trips completed prior to 7/1/25 • Employee out-of-pocket reimbursements incurred prior to 7/1/25 • Non-employee expense forms for costs incurred prior to 7/1/25
8/15/25	<ul style="list-style-type: none"> • Last day for Payroll Expenditure Journals. • Last day for processing contract payments. • Procurement Services cancels outstanding Service contract encumbrances.
8/29/25	<ul style="list-style-type: none"> • Last day for departments to submit expenditure journal transfers

All dates are subject to change pending SUNY Year End Guidance.