

STATE UNIVERSITY OF NEW YORK  
**PLATTSBURGH**

Fiscal Year 2025-26 Close-Out Chart

**Important:** In order to pay from accounts budgeted in FY 2025-26 funds, all services must be completed and/or goods received by 6/30/26. Goods or services received 7/1/2026 or later, will be applied to FY 2026-27.

Deadline Date	Requisitions/PO's, Contracts, Expenditure (Journal) Transfers & IFR Revenue Distribution, and Travel Reimbursements
03/27/26	Last day to submit FY 2025-26 requisitions <b>valued over \$75,000.</b>
04/10/26	Last day to submit FY 2025-26 requisitions <b>valued from \$50,000- \$74,999.</b>
05/01/26	Last day to submit FY 2025-26 requisitions <b>valued from \$2,500 to \$49,999.</b>
06/05/26	Last day to submit all remaining FY 2025-26 requisitions.  <b>Note:</b> Emergency purchases may still be made after this date. Departments must provide documentation justifying the emergency nature of the expense.
06/24/26	<ul style="list-style-type: none"> <li>● Final date for FY 2025-26 Third Party billing requests, campus recharge expenditure journals for automotive, postage and printing &amp; duplicating.</li> <li>● Estimated date for FY 2025-26 revenue distribution to IFR accounts.</li> </ul>
06/29/26	<ul style="list-style-type: none"> <li>● Anticipated last day that SUNY FMS will be available for FY 2025-26.</li> <li>● All requisitions <b>regardless of Fiscal Year</b> submitted in Jaggaer will be placed on holding until FMS becomes available (estimated 7/6/26).</li> </ul>
06/30/26	<ul style="list-style-type: none"> <li>● Last business day of the fiscal year.</li> <li>● Last day for completion of contract services or receipt of goods to be paid from FY 2025-26 funds.</li> </ul>
07/01/26	<ul style="list-style-type: none"> <li>● FY 2026-27 begins.</li> </ul>
07/06/26	<ul style="list-style-type: none"> <li>● Anticipated date that SUNY FMS will be available for FY 2026-27.</li> <li>● Requisitions held due to SUNY FMS being unavailable will begin to be processed.</li> </ul>
07/24/26	<ul style="list-style-type: none"> <li>● Last day to submit PO invoices to Procurement Services.</li> <li>● Procurement Services cancels remaining outstanding purchase orders.</li> </ul>

08/03/26	<ul style="list-style-type: none"><li>● <b>Last day to submit the following expenses for FY 2025-26.</b></li><li>● Travel vouchers for all trips completed <b>prior to 7/1/26.</b></li><li>● Employee out-of-pocket reimbursements incurred <b>prior to 7/1/26.</b></li><li>● Non-employee expense forms for costs incurred <b>prior to 7/1/26.</b></li></ul>
08/14/26	<ul style="list-style-type: none"><li>● Last day for processing contract payments.</li><li>● Procurement Services cancels outstanding Service contract encumbrances.</li></ul>
08/28/26	<ul style="list-style-type: none"><li>● Last day for departments to submit expenditure journal transfers.</li></ul>

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