

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 valued over \$75,000.
04/10/26	Last day to submit FY 2025-26 requisitions valued from \$50,000- \$74,999.
05/01/26	Last day to submit FY 2025-26 requisitions valued from \$2,500 to \$49,999.
06/05/26	Last day to submit all remaining FY 2025-26 requisitions. Note: 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"> ● Final date for FY 2025-26 Third Party billing requests, campus recharge expenditure journals for automotive, postage and printing & duplicating. ● Estimated date for FY 2025-26 revenue distribution to IFR accounts.
06/29/26	<ul style="list-style-type: none"> ● Anticipated last day that SUNY FMS will be available for FY 2025-26. ● All requisitions regardless of Fiscal Year submitted in Jaggaer will be placed on holding until FMS becomes available (estimated 7/6/26).
06/30/26	<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 2025-26 funds.
07/01/26	<ul style="list-style-type: none"> ● FY 2026-27 begins.
07/06/26	<ul style="list-style-type: none"> ● Anticipated date that SUNY FMS will be available for FY 2026-27. ● Requisitions held due to SUNY FMS being unavailable will begin to be processed.
07/24/26	<ul style="list-style-type: none"> ● Last day to submit PO invoices to Procurement Services. ● Procurement Services cancels remaining outstanding purchase orders.

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