



End of Fiscal Year (FY) Deadlines 2026

Financial Services has established the following deadlines for processing transactions against current FY26 funds to ensure that the university's business is conducted in full compliance with state laws and policies. This also helps establish purchase orders/contracts/payments/travel/payroll/inventory applications for the start of FY27. These deadlines are established to enable staff to better manage the increased year-end workload. We ask that departments adhere to the deadlines to the best of their ability. Procurement & Payment Services will make efforts to accommodate deadline exceptions when feasible, which cannot be guaranteed. When additional reviews or approvals are required, deadline flexibility is impacted.

FY26 ends August 31, 2026, and the deadlines provided below will help ensure expenditures made during the fiscal year will be charged appropriately.

IMPORTANT DATES FOR YEAR-END:

Monday, June 22, 2026	Last day to submit requisitions that require a bid (\$50,000+)
Wednesday, July 1, 2026	Last day to submit requisitions that include SOFTWARE for IT Compliance Review
Friday, July 17, 2026	Last day to submit HARDWARE only requisitions for IT Compliance Review
Friday, July 31, 2026	Last day to submit requisitions in Cardinal Purch (CP), all dollar amounts
5PM-Friday, July 31, 2026 to 8AM-Monday, August 17, 2026	CP <u>closed</u> to Requisition entry Receiving remains available and is required
Monday, August 17, 2026	Start submitting requisitions for the new 2026-2027 fiscal year (FY27) into CP
Wednesday, August 26, 2026 to Monday, August 31, 2026	Cardinal Purch, Total Contract Manager (TCM) <u>closed</u> for Fiscal Year-End
Monday, August 31, 2026	Banner will be closed for Fiscal Year End
Tuesday, September 1, 2026	Procurement will begin releasing FY27 Purchase Orders (POs) to suppliers.

DEPARTMENTS ARE RESPONSIBLE FOR THE FOLLOWING:

NO LATER THAN Wednesday, July 1, 2026	<p>Cloud Software Requisitions – IT Accessibility & Security Compliance Review</p> <p>Requisitions received without the required documentation will be returned. Each department must provide the following required documentation from vendors for software review:</p> <ol style="list-style-type: none"> (1) Valid Quote (2) Completed Compliance Review Form (3) Current Voluntary Product Accessibility Template (VPAT) v2.3 or higher (4) For Cloud-Hosted solutions only, current Educause Higher Education Community Vendor Assessment Toolkit (HECVAT) - Full Version, Excel format only (5) Where applicable, TXRAMP Certification number (TXRAMP certification is required for Cloud Hosted solutions that store, process, or transmit state agency data and should be provided by the Vendor)
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	<p>(6) Verify the technology is NOT on the Texas’s Prohibited Technology List (Link: https://dir.texas.gov/information-security/prohibited-technologies)</p> <p>Please note: Despite submission before deadline, cloud-hosted software or service not TX-RAMP Certified <u>cannot</u> be approved under Texas State Law.</p> <p>Email ITCompliance@lamar.edu for further assistance.</p>						
<p>NO LATER THAN August 3, 2026</p>	<p>Review Open Encumbrances/Request PO Closure Each department should review their open PO encumbrances in Self Service Banner / Encumbrance Query against their accounts to determine which should be unencumbered.</p> <p>Example: Cost Contract PO where no additional orders will be placed, remaining items on PO cancelled by the Company or not received by the department, invoice received is less than the PO amount and remaining encumbrance needs to be cancelled, etc.</p> <p>If a PO needs to be closed, make a comment on the PO requesting closure AND tag your department Buyer or one of the following:</p> <table data-bbox="695 856 1159 957"> <tr> <td>Kelli Morris</td> <td>Betty Ludlow</td> </tr> <tr> <td>Matthew Moore</td> <td>Calli Hardy</td> </tr> <tr> <td>Ann Sanders</td> <td>Zachary Griffin</td> </tr> </table> <p>Previous year encumbrances cannot be reopened once the funding year has closed.</p> <p>Please DO NOT send PO closure requests to the purchasing department email.</p>	Kelli Morris	Betty Ludlow	Matthew Moore	Calli Hardy	Ann Sanders	Zachary Griffin
Kelli Morris	Betty Ludlow						
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Ann Sanders	Zachary Griffin						
<p>(1) Tuesday, June 30, 2026 (2) Wednesday, July 1, 2026 to Monday, September 7, 2026</p>	<p>Procard Purchases</p> <p>(1) Purchases made using your Procard must be complete. (2) Department Procards will <u>not</u> be available for use.</p>						
<p>(1) July 15 ,2026 (2) Sunday, August 16, 2026 (3) Monday, August 17, 2026 (4) Sunday, August 30, 2026 (5) Monday, August 31, 2026</p>	<p>Payroll</p> <p>(1) EPAFs for FY 26 (9/1/2026-8/31/2027) can be submitted</p> <p>Timesheets for pay period 8/1/2026 to 8/14/2026 are due on the regular scheduled deadlines.</p> <p>(2) Bi-weekly employees must enter timesheets by 11:59 pm. (3) Supervisors must approve timesheets by 2:00 pm.</p> <p>Timesheets for pay period 8/15/2026 to 8/28/2026 are due on the regular schedule deadlines.</p> <p>(4) Bi-weekly employees must enter timesheets by 11:59 pm. (5) Supervisors must approve timesheets by 2:00 pm.</p>						

<p>(6) Weds., September 9, 2026</p> <p>(7) Friday, September 11, 2026</p>	<p>EPAF Deadline Date for Student/Hourly Worker 9/1 Jobs</p> <p>(6) Deadline Date means that it must be in the Approval Level 90 Payroll-Apply Status in order for it to be paid on the current payroll cycle.</p> <p>(7) Final Supplemental Pay date for FY 2025</p>
<p>(1) Friday, August 21, 2026 to Friday, August 28, 2026</p>	<p>Payment Services – Invoice Payments</p> <p>Vendors must mail all invoices directly to Payment Services. IF vendors send invoices directly to the department, the invoices should be immediately hand-delivered to Payment Services for processing.</p> <p>Deadlines for receipt by Payment Services:</p> <p>(1) Invoices charged to State Funds (2) Invoices charged to Local Funds</p> <p>Invoices received after these deadlines will be charged to FY27 budgets.</p>
<p>(1) Monday, August 24, 2026</p> <p>(2) Tuesday, September 01, 2026</p>	<p>Travel</p> <p>(1) Travel Vouchers/Expense Reports (ChromeRiver) for approved essential travel completed through Sunday, August 23, 2026 must be submitted to the Travel office.</p> <p>(2) Travel Vouchers/Expense Reports (ChromeRiver) for approved essential travel completed Monday, August 24 through Monday, August 31, 2026 must be submitted to the Travel office.</p> <p>Travel Vouchers received <i>after</i> deadlines will be charged to FY27 budgets.</p>
<p>Receive as Needed</p>	<p>Receiving</p> <p>Departments should continue to create receipts in CP for goods and services received. All Receipts entered into CP during the FY transition <i>must</i> be dated with the <i>actual date of receipt. You can edit the "Receipt Date"</i>. Please review all your department's open POs in CP to verify receipts have been created for items/services received.</p>

PLANNING FOR FISCAL YEAR 2027:

*FY27 TRANSACTIONS WILL ONLY BE PROCESSED WHEN THE **FUNDS BECOME AVAILABLE**. IT IS THE DEPARTMENT'S RESPONSIBILITY TO ENSURE FUNDS ARE AVAILABLE, THE TRANSACTION IS PERMISSIBLE ON THE FUND TYPE, AND THAT THE BUDGET IS PROPERLY ESTABLISHED IN THE ACCOUNT POOLS. THIS IS ESPECIALLY IMPORTANT FOR GRANT FUNDED PURCHASES. ENSURE THE GRANT HAS BEEN FUNDED AND FUNDS SHOW IN THE APPLICABLE ACCOUNT, AND THE GRANT IS "CURRENT" OR "ACTIVE.*

Cardinal Purch will re-open on August 18, 2026 for FY27 orders. Requisitioners are encouraged to enter the accounting date of "9/1/2026" on the requisition to enable the workflow for FY27 transactions.

Please direct any questions or concerns to Kelli Morris, Director Procurement Services, kmorris1@lamar.edu.