

**University of Puget Sound  
Office of Finance**

**FY26 Year End Dates - By Due Date**

Completion Date	Day of Week	Category	Task
1-Jun	Monday	Procurement Services	Review outstanding PeopleSoft open requisitions and open POs
2-Jun	Tuesday	Procurement Services	Request assistance from Procurement where open requisitions and POs need to be closed
6-Jun	Saturday	Procurement Card	Wells Fargo VISA P-Card holders or reconciling delegates complete May statement review
12-Jun	Friday	Procurement Card	P-Card approvers complete May statement approval
15-Jun	Monday	Procurement Services	Submit all FY26 approved requisitions greater than \$1,000 to Procurement
23-Jun	Tuesday	Accounts Payable	Submit expense (cash) advance accounting with receipts to Accounts Payable
23-Jun	Tuesday	Accounts Payable	Ensure all reimbursement requests (via disbursement request form) to be made from Office of Finance petty cash have been submitted and picked up from Accounts Payable
23-Jun	Tuesday	Budget/Accounting	Begin making sure all deposits will be submitted to Office of Finance by end of June
30-Jun	Tuesday	Procurement Card	May P-Card and out-of-pocket Cash Expenses transactions posted to PeopleSoft
30-Jun	Tuesday	Accounts Payable	Submit coded and approved invoices to Accounts Payable daily
30-Jun	Tuesday	Accounts Payable	Forward Purchase Order invoices received by your department to Accounts Payable
30-Jun	Tuesday	<b>Budget/Accounting</b>	<b>First round review of all budget expenditures in Budget Admin tools</b>
30-Jun	Tuesday	Budget/Accounting	Submit final June deposits
6-Jul	Monday	Procurement Card	Wells Fargo VISA P-Card holders or reconciling delegates complete June statement review
7-Jul	Tuesday	Budget/Accounting	Recharge areas submit June recharge files
9-Jul	Thursday	Budget/Accounting	Submit all expense reclassification via Self Service Transfer Tool. Email finance@pugetsound.edu if assistance needed.
9-Jul	Thursday	Accounts Payable	Submit all FY26 mileage and expense reimbursement requests, other than WellsOne out-of-pocket cash expenses
9-Jul	Thursday	Accounts Payable	Submit all remaining invoices and other disbursement requests to Accounts Payable
10-Jul	Friday	Budget/Accounting	Facilities submits final utility expense allocation spreadsheet to Accounting
10-Jul	Friday	<b>Budget/Accounting</b>	<b>Second round review of all budget expenditures in Budget Admin tools</b>
10-Jul	Friday	Accounts Payable	Submit expense accrual forms to Accounts Payable
12-Jul	Sunday	Procurement Card	P-Card approvers complete June statement approval
20-Jul	Monday	Procurement Card	June P-Card and Cash Expenses transactions posted to PeopleSoft
21-Jul	Tuesday	<b>Budget/Accounting</b>	<b>Final round review of all budget expenditures in Budget Admin tools</b>