

# Fiscal Year 2026 Deadlines

<b>April 10</b>	Facility Services New or Approved & Funded Work Orders
<b>May 1</b>	New Supplier Requests, New Capital Project Requests FY 2026 Capital Purchase Requisitions, Fixed Asset Inventories
<b>May 8</b>	Bulk Mail Work Orders
<b>May 18</b>	FY 2026 Requisitions
<b>May 22</b>	Retroactive Labor Distribution Change Requests * Request must be in "Active (approved)" status
<b>May 28</b>	Deposits of Cash and Checks
<b>June 3</b>	Cost Transfers & Intercompany Transaction Requests
<b>June 16</b>	Receivables Accrual, PO close requests
<b>June 17</b>	AP Invoices & Expense Reports - 12:00 p.m.
<b>June 23</b>	Final Fiscal Year End Confirmation