

## Year End Closing Dates - 2025

April 30, 2025	Electronic Requisitions Requiring a Bid (>\$114,800)
May 15, 2025	Electronic Requisitions Not Requiring a Bid
May 22, 2025	Blanket Purchase Order Charges
June 2, 2025	Warehouse requisitions
June 5, 2025	Receiving Cutoff
June 23, 2025	Pay Claims due to Payroll <i>For all Time Worked through June 15:</i>
July 1, 2025	<i>For all Activity Completed on or by June 30:</i> Duplicating Print Shop Copier Facility Operations Transportation Postage Direct Payment Request (including CDTC Live Scan) Cash Purchase Orders
July 9, 2025	Last Check Run for 2025
July 10, 2025	Close Blanket Purchase Orders
July 24, 2025	Final Department Expenditure Transfers
August 4, 2025	Final District Adjusting Entries

## Fiscal Year 2026 Opening Dates

January 6, 2025	Controller "Authorizes" new fiscal year in Colleague
March 13, 2025	Salary & Benefit Budgets Posted (Fund 11)
April 23, 2025	Operational Budgets Posted (Fund 11)
April 23, 2025	New Year Preliminary Budgets Available (Fund 11)
April 25, 2025	Submit Fund 12, 14 and Auxiliary Budgets
May 1, 2025	End Users Begin Creating Requisitions in New Year