

Year End Closing Dates - 2026

March 27, 2026	Requests Requiring a Formal Competitive Bid (>\$119,100)
May 14, 2026	Deadline for Submitting a Requisition
May 21, 2026	Deadline for Blanket Purchase Order Charges
May 28, 2026	Deadline for Warehouse Requisitions
June 4, 2026	Receiving Cutoff
June 22, 2026	Pay Claims due to Payroll <i>For all Time Worked through June 15:</i>
July 1, 2026	<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 8, 2026	Last Check Run for 2026
July 9, 2026	Start Blanket Purchase Order Closing Process
July 23, 2026	Final Department Expenditure Transfers
August 5, 2026	Final District Adjusting Entries

Fiscal Year 2027 Opening Dates

January 5, 2026	Controller "Authorizes" new fiscal year in Colleague
March 16, 2026	Salary & Benefit Budgets Posted (Fund 11)
April 22, 2026	Operational Budgets Posted (Fund 11)
April 22, 2026	New Year Preliminary Budgets Available (Fund 11)
April 24, 2026	Submit Fund 12, 14 and Auxiliary Budgets

New Year Requisitions can be Created for:

May 1, 2026	Blanket Purchase Orders *
June 15, 2026	"P" Purchase Orders (for Product being Delivered) *

** Remember to Post date to 7/1/2026*