COLORADO STATE UNIVERSITY PUEBLO

FY2026 Year-End Close Calendar | Fiscal Year Ending June 30, 2026

*To facilitate a timely year-end closing process that complies with the deadlines established by several state agencies and the CSU System Office, see the following cutoff dates for Fiscal Year 2026. These are **firm** deadlines. Any submission after these dates must be approved by the Office of Financial Management. Keep in mind that all goods received, services performed, or travel conducted by June 30, 2026, must be recorded in Fiscal Year 2026.*

Date	Action	Explanation	Owner / Contact
PROCUREMENT DEADLINES (previously communicated and included here for reference)			
Monday, March 2, 2026	**Requisitions requiring competition expending FY2026 funds are due in Procurement**	Procurements greater than $150,001. Competition is Documented Quote, Invitation for Bid, and valid Notice of Proposed Sole Source.	Procurement Services procurement_help_desk@mail.colostate.edu liz.haddock@colostate.edu
Monday, March 9, 2026	**First day requisitions greater than $10,000 can be initiated for FY2027**	Requisitions submitted for the next fiscal year must reference Year 2027. In the Kuali Requisition, select Year 2027 from the drop-down menu under the Document Overview tab (Financial Document Detail). Failure to do so may result in an encumbrance for FY2026.	Procurement Services procurement_help_desk@mail.colostate.edu liz.haddock@colostate.edu
Monday, March 30, 2026	**Requisitions for Open Purchase Orders and Service Purchase Orders for FY2027 are due in Procurement**	Service Purchase Orders include equipment maintenance/service, software maintenance/renewals, etc.	Procurement Services procurement_help_desk@mail.colostate.edu liz.haddock@colostate.edu
Friday, April 24, 2026	**Order standard lead-time products with or without installation**	MillerKnoll and Workplace Resources.	Procurement Services procurement_help_desk@mail.colostate.edu liz.haddock@colostate.edu
Monday, April 27, 2026	**Requisitions NOT requiring competition expending FY2026 funds are due in Procurement**	Procurements less than $150,000.	Procurement Services procurement_help_desk@mail.colostate.edu liz.haddock@colostate.edu
Friday, May 8, 2026	**Order Quick-Ship products requiring installation**	MillerKnoll and Workplace Resources.	Procurement Services procurement_help_desk@mail.colostate.edu liz.haddock@colostate.edu
Friday, May 15, 2026	**Order Quick-Ship products NOT requiring installation — delivered to Central Receiving**	MillerKnoll and Workplace Resources.	Procurement Services procurement_help_desk@mail.colostate.edu liz.haddock@colostate.edu
Monday, June 1, 2026	**Change order requests are due in Procurement**	Change orders requiring monetary increases or contract amendments must be submitted by this date.	Procurement Services procurement_help_desk@mail.colostate.edu liz.haddock@colostate.edu
Monday, June 1, 2026	**Automatic Purchase Orders (APOs) can be initiated for FY2027**	APOs $10,000 or less. APOs less than $10,000 initiated before this date will be disapproved.	Procurement Services procurement_help_desk@mail.colostate.edu liz.haddock@colostate.edu
Wednesday, July 1, 2026 – Friday, July 10, 2026	**Blackout period — no Purchase Order closures or voids**	No Purchase Order closures or voids during this period.	Procurement Services procurement_help_desk@mail.colostate.edu liz.haddock@colostate.edu

Tuesday, July 7, 2026	**PCard reallocations and approvals for transactions completed on or before June 30**	Final day to reallocate PCard transactions to FY2026 by 7:00 PM. All unapproved PCard transactions at 7:00 PM with transaction dates of June 30 or prior will be swept to FY2026 to the PCard holder's default account and object code.	Procurement Services procurement_help_desk@mail.colostate.edu liz.haddock@colostate.edu
PRE-CLOSE DEADLINES			
Friday, May 15, 2026	**Submit final budget-load account maintenance and related setup requests**	Required for FY2027 readiness. All account maintenance documents for budget-load accounts must reach FINAL status.	Office of Financial Management (OFM) Chris.fendrich@csupueblo.edu
Monday, May 18, 2026	**Begin blackout on changes to expiring or closing budget-load accounts (through July 31, 2026)**	Do not expire or close accounts in sub-funds that participate in the Budget Load process. Account responsibility changes are still allowed during the blackout period.	Office of Financial Management (OFM) Chris.fendrich@csupueblo.edu
Monday, June 1, 2026	**Begin physical inventory counts**	All departments with inventory accounts must complete counts by June 30, 2026.	Department Fiscal Officers / Office of Financial Management (OFM)
Friday, June 5, 2026	**Departmental Travel Card receipts and allocations for MAY Travel Card due**	May travel card allocations must be submitted to Accounts Payable.	Department Fiscal Officers / Accounts Payable Nicole.lara@csupueblo.edu
Monday, June 8, 2026	**FY2026 job offers — fully approved with signed offer letter in FileBound**	All FY2026 job offers must be fully approved with the signed offer letter uploaded to FileBound by this date.	Human Resources / Departments Csup_hr@csupueblo.edu
Monday, June 8, 2026	**Gift sub-fund transfer request forms submitted to the CSU Pueblo Foundation by 4:00 PM**	Final FY2026 transfer requests must be submitted to the CSU Pueblo Foundation to transfer funds from the Foundation to the 64 GIFT accounts. Early submission recommended.	Office of Financial Management (OFM) / Departments csuf_billing@colostate.edu
Friday, June 12, 2026	**Petty cash and change fund confirmations complete**	Every department or area that has a petty cash or change fund will receive a confirmation request. The fund custodian must confirm the balance has been verified and is accurate. Retain signed confirmation for audit support.	Fund Custodians / Cashier Jerell.hall@csupueblo.edu
Friday, June 12, 2026	**Gifts of equipment and all non-cash donations reported to CSU Pueblo Foundation**	Campus must notify the CSU Pueblo Foundation of all equipment and non-cash donations by this date. Coordinate paperwork with Property Management.	Department Fiscal Officers / Office of Financial Management (OFM)/ CSU Pueblo Foundation Todd.kelly@csupueblo.edu)
Monday, June 15, 2026	**Unapproved Departmental Payment Standing Authorization (DPSA) forms and Accounts Receivable Information Entry System (ARIES) load sheets submitted to Accounts Receivable by 4:00 PM**	Unapproved DPSA forms and departmental ARIES load sheets must be submitted to Accounts Receivable by 4:00 PM to allow time for routing, approval, and processing.	Departments / Accounts Receivable Arron.schmitz@csupueblo.edu
Monday, June 15, 2026	**Preliminary requests for grant draws due**	Submit preliminary draw requests for sponsored awards. Coordinate with the Office of Sponsored Programs (OSP) for federal reporting deadlines.	Office of Sponsored Programs (OSP) Cyndie.decker@csupueblo.edu
Monday, June 15, 2026	**Last day to submit non-budget-load account maintenance documents**	Any edits to non-budget-load accounts (including expiration dates) must be submitted by this date. All account maintenance documents should reach FINAL status by June 30, 2026. Updates to responsibility roles can still be made after this date.	Department Fiscal Officers / Office of Financial Management (OFM) Dante.montoya@csupueblo.edu
Monday, June 15, 2026	**Non-college area FY2027 budget input complete in Budget System (Questica) by 5:00 PM**	All non-college areas must finalize and reconcile their budgets to the control numbers received from OFM by this date.	Budget Owners / Office of Financial Management (OFM) Chris.fendrich@csupueblo.edu

Wednesday, June 17, 2026	**Last day for ghost card airline tickets to reflect in FY2026 department accounts**	The last day to have ghost card expenses reflect in department accounts for FY2026. If ghost card airline tickets are ordered after this date, they may not be included in the June service billing and the department will need to accrue for the expense. Airfare purchased for FY2027 travel and billed in FY2026 must be accrued as a Prepaid expense (Object Code 1740) by the department.	Departments / Accounts Payable Nicole.lara@csupueblo.edu
Friday, June 19, 2026	**Monthly Payroll Accounting Adjustments (PPAs) submitted**	All monthly payroll accounting adjustments that must be reflected in FY2026 should be submitted by this date.	Payroll csup_payroll@csupueblo.edu Catherine.chavez@csupueblo.edu
Tuesday, June 23, 2026	**General Ledger Transfers (GLTs) and Transfers of Funds due**	All GLTs and Transfers of Funds for FY2026 must be submitted by this date.	Department Fiscal Officers / Office of Financial Management (OFM) Chris.fendrich@csupueblo.edu Deirdre.gonzales@csupueblo.edu
Wednesday, June 24, 2026	**All deposits submitted to Cashier by 10:00 AM**	Outstanding deposits (through June 23, 2026) are due to the Cashier by this date.	Department Fiscal Officers / Cashier Jerell.hall@csupueblo.edu
Wednesday, June 25, 2026	**PCard purchases — final day for FY2026 transactions**	PCard transactions must be allocated and approved by July 7, 2026 at 7:00 PM. Transactions dated July 1 or later will automatically post to FY2027. Departments must accrue back to FY2026 if the expense was incurred in FY2026 (goods received on or before June 30).	Department Fiscal Officers / Procurement Kellie.Rainwater@colostate.edu
Wednesday, June 25, 2026	**TWARBUS uploads to student and commercial accounts must be done by 4:00 PM**	Departments that bill through TWARBUS need to have their batches submitted by 4:00 PM	Accounts Receivable Arron.schmitz@csupueblo.edu
Friday, June 26, 2026	**Payment requests submitted to Accounts Payable**	All payment requests for FY2026 must be submitted to the Accounts Payable email by this date. If there are FY26 invocies that are expected to be received between 6/26 - 6/30, contact Nicole Lara (Nicole.lara@csupueblo.edu).	Department Fiscal Officers / Accounts Payable csup_paymentrequests@csupueblo.edu Nicole.lara@csupueblo.edu
Friday, June 26, 2026	**Interdepartmental Vouchers (IDVs) and Service Billings (SBs) due**	All IDVs and Service Billings for FY2026 must be submitted and approved by this date.	Department Fiscal Officers / Accounts Payable Nicole.lara@csupueblo.edu
Friday, June 26, 2026	**Disbursement Vouchers (DVs) due — DOCUMENT MUST BE FINAL BY JUNE 30**	Disbursement Vouchers must be submitted by June 26 and must reach FINAL status in the Kuali Financial System (KFS) by June 30, 2026. If there are FY26 Invocies being entered as DV's after this date, please contact Nicole Lara (Nicole.lara@csupueblo.edu).	Department Fiscal Officers / Accounts Payable Nicole.lara@csupueblo.edu
Friday, June 26, 2026	**Travel reimbursements for FY2026 travel submitted**	All travel reimbursement documents with FY2026 travel dates must be submitted in KFS and approved by fiscal officers by noon to be processed.	Travelers / Department Admins / Accounts Payable Nicole.lara@csupueblo.edu
Friday, June 26, 2026	**FY2026 leave requests — submitted and approved**	All FY2026 leave requests must be submitted and approved in the system.	Department Supervisors / Human Resources Loretta.mcdaniel@csupueblo.edu
Friday, June 26, 2026	**Bi-weekly Payroll Accounting Adjustments (PPAs) submitted**	All bi-weekly payroll accounting adjustments that must be reflected in FY2026 should be submitted by this date.	Payroll csup_payroll@csupueblo.edu Catherine.chavez@csupueblo.edu Kristen.olguin@csupueblo.edu

Friday, June 26, 2026	**June Non-Student Hourly (NSH) and Student timesheets (bi-weekly) approved**	All student and non-student hourly timesheets must be submitted and approved.	Department Supervisors / Payroll csup_payroll@csupueblo.edu Catherine.chavez@csupueblo.edu Kristen.olguin@csupueblo.edu
Monday, June 29, 2026	**Departmental Travel Card receipts and allocations for JUNE Travel Card due — CRITICAL**	It is important to make this date. Department cards without allocations will be reconciled to the general department account. All General Ledger Transfers (GLTs) made to reallocate after the fact will hit FY2027 budgets.	Department Fiscal Officers / Accounts Payable Nicole.lara@csupueblo.edu
Monday, June 29, 2026	**Last day campus can request a off-cycle pay for FY2026 — by 10:00 AM**	Off cycle pay requests for FY2026 must be submitted to Payroll by 10:00 AM on this date. Final payroll-related cutoff before June 30.	Departments / Payroll csup_payroll@csupueblo.edu Catherine.chavez@csupueblo.edu
JUNE 30 CLOSE-DAY DEADLINES			
Tuesday, June 30, 2026 — Noon	**Final travel documents for trips ending on or before June 30 submitted and in Travel action list**	Travel Reimbursements received with travel end dates through June 30, 2026 will be processed if in the Travel action list by Noon. All documents received after this time with FY2026 travel dates must be accrued by the department (by July 8). The accrual document number should be added to the Notes on the Travel Reimbursement document.	Travelers / Department Admins / Accounts Payable Nicole.lara@csupueblo.edu
Tuesday, June 30, 2026 — Noon	**Asset edit and retirement documents final; Gifts-in-Kind paperwork to Property Management**	All asset edits must reach FINAL status by June 30 Noon. All Gift-in-Kind paperwork must be submitted to Property Management to create an asset record in the Capital Asset Management (CAM) database for FY2026.	Departments / Property / Office of Financial Management (OFM) / CSU Pueblo Foundation
Tuesday, June 30, 2026 — 1:00 PM	**Final cash receipts (CRs) and advance deposits (ADs) delivered to Cashier**	Cash Receipt and Advance Deposit documents for FY2026 must be submitted and the cash, checks, wires, or ACH payments received by the Cashier's Office by 1:00 PM to allow time for all deposits to be processed. Advance Deposit documents for FY2026 are only allowed if the funds were received by CSU on or before June 30.	Department Cash Handlers / Cashier Jerell.hall@csupueblo.edu
Tuesday, June 30, 2026 — 3:00 PM	**Salary clearing accounts must be at zero balance**	Any salary clearing accounts must have a zero balance by 3:00 PM. Any necessary Prior Period Distribution Adjustments (PPDAs) must be initiated in time to route for approvals and post prior to the payroll PAA FY2026 cut-off on July 3 at 3:00 PM.	Department Fiscal Officers / Office of Sponsored Programs (OSP) / Office of Financial Management (OFM)
Tuesday, June 30, 2026 — 7:00 PM	**ALL year-end documents must be in FINAL or PROCESSED status — ENROUTE and SAVED documents auto-disapproved**	Documents (Distribution of Income and Expense (DI), General Ledger Transfer (GLT), Internal Billing (IB), Indirect Cost Adjustment (ICA), Pre-Encumbrance (PE), Service Billing (SB), and Transfer of Funds (TF)) that have not been finalized before 7:00 PM will be automatically disapproved and will need to be resubmitted selecting the appropriate fiscal year.	All Department Fiscal Officers / Office of Financial Management (OFM)
Tuesday, June 30, 2026 — 7:00 PM	**Clear deficits in GIFT sub-fund accounts**	Campus is responsible for having all GIFT sub-fund account deficits cleared. Any necessary Prior Period Adjustments (PAAs) must be initiated in time to route for approvals and post prior to the payroll PAA FY2026 cut-off on July 3 at 3:00 PM.	Department Fiscal Officers / Office of Financial Management (OFM) csuf_billing@colostate.edu
Tuesday, June 30, 2026 — 7:00 PM	**All transactions posted for Office of Sponsored Programs (OSP) State accounts ending June 30, 2026 or prior**	All transactions must be posted for State of Colorado accounts ending June 30, 2026 or prior. Accruals for payroll or other expenses not posted in FY2026 must be initiated by the department and fully routed and approved by this date. OSP Financial Research Administrators will contact department Fiscal Officers with their list of State accounts.	Office of Sponsored Programs (OSP) / Department Fiscal Officers Cyndie.decker@csupueblo.edu
Tuesday, June 30, 2026 — End of Day	**Year-end inventory counts complete and final accruals identified**	All inventories must be counted by this date for the year-end valuation. Departments with inventory accounts are responsible for conducting an inventory count for year-end regardless of being selected for a test count. Retain count sheets and support documentation by location and account.	Department Fiscal Officers / Inventory Custodians / Office of Financial Management (OFM)
Tuesday, June 30, 2026 — End of Day	**Final FY2026 invoices submitted to Accounts Payable — Payment Request Vouchers (PREQs)**	Payment Request Vouchers must be created, approved, with receipts and invoices attached, and in the Accounts Payable queue by 10:00 AM. If not received by this deadline, the expense will post to FY2027. Any invoice dates for Payment Request Vouchers that are dated June 30 or prior will automatically post to FY2026.	Department Fiscal Officers / Accounts Payable csup_paymentrequests@csupueblo.edu

POST-CLOSE JULY DEADLINES			
Wednesday, July 1 – Friday, July 10, 2026	**Procurement blackout period — no Purchase Order closures or voids**	No Purchase Order closures or voids during this period. Normal processing resumes July 10.	Departments / Procurement Services csup_procurement@csupueblo.edu
Friday, July 3, 2026 — 3:00 PM	**Final Prior Accounting Adjustments (PPAs) and payroll transactions for FY2026 — HARD DEADLINE**	Final labor redistributions (Prior Accounting Adjustments) and payroll transactions are due by 3:00 PM. This is the cut-off for any payroll-related transactions to post to FY2026. No exceptions after this time.	Payroll Coordinators / Office of Financial Management (OFM) csup_payroll@csupueblo.edu Catherine.chavez@csupueblo.edu
Tuesday, July 7, 2026 — 10:00 AM	**Final FY2026 invoices submitted to Accounts Payable —Disbursement Vouchers (DVs)**	Disbursement Vouchers must be created, approved, with receipts and invoices attached, and in the Accounts Payable queue by 10:00 AM. If not received by this deadline, the expense will post to FY2027.	Department Fiscal Officers / Accounts Payable csup_paymentrequests@csupueblo.edu
Tuesday, July 7, 2026 — 7:00 PM	**PCard reallocations and approvals for transactions completed on or before June 30 — FINAL**	Final day to reallocate PCard transactions to FY2026 by 7:00 PM. All unapproved PCard transactions at 7:00 PM with transaction dates of June 30 or prior will be swept to FY2026 to the PCard holder's default account and object code. No further reallocation will be possible after this time.	Cardholders / Approvers / Procurement
Wednesday, July 8, 2026 — 4:00 PM	**Campus deadline for submitting and approving all remaining FY2026 year-end documents**	This is the deadline for campus to submit documents for FY2026 (year-end versions of Accrual Voucher (AV), Budget Adjustment (BA), Advance Deposit (AD), DI, GLT, ICA, Non-Check Disbursement (ND), PE, TF, IB, and SB). After this deadline, the FP13 FY2026 drop-down option will be removed. Also clear all continuation accounts, Credit Card Clearing (Object Code 6684), all Object Code 16xx items, Bookstore IDV Clearing (Object Code 6711), and all 21 RECHAR and 22 GENOP account deficits.	All Department Fiscal Officers / Office of Financial Management (OFM)
Wednesday, July 8, 2026 — 5:00 PM	**Accounts Payable completes final FY2026 processing of Disbursement Vouchers and Payment Request Vouchers**	Accounts Payable will close the FY2026 processing queue. Coordinate any pending items with Accounts Payable before this deadline.	Accounts Payable csup_paymentrequests@csupueblo.edu Nicole.lara@csupueblo.edu
Thursday, July 9, 2026 — Noon	**Inventory certificates due to Controller's Office**	Final inventory certificates for FY2026 are due with the final FY2026 inventory report. The balance listed on the form must match the amount in the Kuali Financial System (KFS). Departments with inventory accounts only.	Office of Financial Management (OFM)
Thursday, July 9, 2026 — 6:00 PM	**Final Kuali Financial System (KFS) uploads and feeds for Fiscal Period 13 (FP13) FY2026**	Last day for any feeds or uploads to prior year. Uploads after 6:00 PM will post to FY2027. Do not wait until this deadline if possible.	Feed Owners / Office of Financial Management (OFM)
Friday, July 10, 2026	**Procurement blackout ends — Purchase Order closures and voids may resume**	Normal procurement processing resumes.	Departments / Procurement Services csup_procurement@csupueblo.edu
Monday, July 13 – Thursday, July 16, 2026	**Final late accrual clean-up and close completion (approved exceptions only)**	All entries during this window require Office of Financial Management authorization. For approved exceptions only — departments should not plan on this window as a fallback.	Office of Financial Management (OFM) / Central Partners
Friday, July 31, 2026	**Account blackout ends — budget-load accounts can again be opened, closed, or edited**	Account maintenance documents for budget-load sub-fund accounts resume normal processing.	Office of Financial Management (OFM) Chris.fendrich@csupueblo.edu

Budgets and spending can be monitored within the various General Ledger views in the Kuali Financial System (KFS). Monthly reports: I:\KFS\Reports\FY26 Account Reports. Select the most recent month, then click the PDF file with your account number. Online information about KFS is available at: https://www.csupueblo.edu/business-financial-services/kuali-financial-system/index.html