

Fiscal Year 2024-25 Close-Out Chart

Important: In order to pay from FY 2024-25 funds, all services must be completed and/or goods received by 6.30.25. Goods or services received after 7.1.2025 will be applied to FY 2025-26. Failure to comply with the deadlines below may result in the transaction being charged to the incorrect fiscal year, impacting your ability to spend.

Deadline Date*	Requisitions/PO's, Contracts, and Travel Reimbursements
5.30.25	<ul style="list-style-type: none"> Last day to submit all remaining FY 2024-25 requisitions. Note: Emergency purchases may still be made after this date. Department must provide documentation justifying the emergency nature of the expense.
6.26.25	<ul style="list-style-type: none"> Final date for FY 2024-25 Third Party Billing requests. Estimated date for FY 2023-24 revenue distribution to IFR accounts.
6.26.25	<ul style="list-style-type: none"> Anticipated last day that SUNY FMS will be available for FY 2024-25. All requisitions <i>regardless of Fiscal Year</i> submitted in Jaggaer will be placed on hold until FMS becomes available (7.8.25)
6.30.25	<ul style="list-style-type: none"> Last business day of the fiscal year Last day for completion of contract services or receipt of goods to be paid from FY 2024-25 funds
7.01.25	<ul style="list-style-type: none"> FY 2025-26 begins
7.8.25	<ul style="list-style-type: none"> Anticipated date that SUNY FMS will be available for FY 2025-26 Requisitions held due to SUNY FMS being unavailable will begin to be processed.
7.25.25	<ul style="list-style-type: none"> Last day to submit PO invoices to Procurement Services for 24-25 FY funds. Procurement Services cancels remaining outstanding purchase orders.
7.31.25	<ul style="list-style-type: none"> Last day to submit the following expenses for FY 2024-25 <ul style="list-style-type: none"> ○ Travel vouchers for all trips completed prior to 7.01.25. ○ Employee out-of-pocket reimbursements incurred prior to 7.01.25. ○ Non-employee expense forms for costs incurred prior to 7.01.25.
7.31.25	<ul style="list-style-type: none"> Last day for departments to submit expenditure journal transfers.
8.15.25	<ul style="list-style-type: none"> Last day for payroll expenditure journals. Last day for processing contract payments. Procurement Services cancels outstanding Service contract encumbrances.

*All dates are subject to change pending SUNY Year End Guidance.