

FISCAL YEAR END IMPORTANT DATES AND DEADLINES

Hello Colleagues,

The June 2026 Fiscal Year End is almost here.

We appreciate your partnership and cooperation in ensuring a smooth transition to the new fiscal year. Please mark your calendars with the important dates and deadlines outlined below and found on the [Financial Services](#) page on the MU Portal.

TUESDAY, JUNE 23, 2026

- Orders from **Amazon and Staples** for FY2026 must be submitted **before 5:00 PM**.
- Orders from **Amazon and Staples** received **after 5:00 PM** will be charged to **FY2027**.

FRIDAY, JUNE 26, 2026

- **Dining Services - Catering Services** to internal groups/departments or outside individuals, agencies, and organizations must be billed by this date.
- Additionally, all copies of individual invoices must be submitted to Financial Services no later than **FRIDAY, JUNE 26, 2026**, so that these revenues can be included in FY2026.

TUESDAY, JUNE 30, 2026

- All **FY2026 Goods and Services** ordered by a department must be received on campus by this date. **Please have all suppliers invoice the university using the same date.**
- All **Faculty & Staff Cash Advances** obtained from Financial Services must be settled with Accounts Payable by this date.
- **CONFERENCE Center – University Facility Rentals** to outside individuals, agencies, and organizations must be billed **by June 30, 2026**. All copies of the invoices must be submitted to Financial Services no later than this date so that these revenues can be included in FY2026.

THURSDAY, JULY 2, 2026

- Deadline to close **Purchase Orders** that have been fully invoiced or will no longer be used. Please use the **Find Purchase Order Report in Workday** to locate your purchase orders.
Procurement Department can also provide a list of your open purchase orders in the event that you are not able to run that report. Please email procure@marymount.edu for further assistance.

FRIDAY, JULY 10, 2026

- Final day to submit **FY2026 Invoices** for the last FY2026 check run.
 - **Please note:** Invoices that are associated with a Purchase Order must be submitted using the **Create Receipt Task** in Workday.
- Deadline for all **June 2026 Monthly P-Card Expense Reports** to be **approved** in Workday.
- Open **Purchase Orders** will be rolled forward on this date.

FRIDAY, JULY 17, 2026

- All approved **FY2026 Budget Amendment Requests** must be submitted to Minh Dien (mdien@marymount.edu) in Financial Services.

FRIDAY, JULY 17, 2026

- Deadline for all **FY2026 Supplier Invoices** to be **approved** in Workday.

Please visit the [Financial Services](#) page on the MU Portal for more information.

Thank you,

Mutale Sokoni
Associate Vice President for Finance
msokoni@marymount.edu