

## Year End Dates and Deadlines

### June 2025

- 1<sup>st</sup>**
  - Start writing the actual date goods or services are received on **ALL** invoices and p-cards
  - Continue to write this on your payments through **August 11<sup>th</sup>**
- 13<sup>th</sup>**
  - Send departmental lease information to Finance & Admin (mgkennedy@eou.edu)
- 20<sup>th</sup>**
  - Last day to use P-Card prior to 5:00 pm
  - Do **NOT** use P-Cards until July 1<sup>st</sup>
- 27<sup>th</sup>**
  - Last day to re-class all outstanding P-Card transactions in Banner prior to 5:00 pm
- 30<sup>th</sup>**
  - END OF FISCAL YEAR!**
  - Deposit **ALL** cash/checks with Student Financial Services by 12:00 pm
  - Update manual Payroll checks by 5:00 pm

### July 2025

- 1<sup>st</sup>**
  - Resume use of P-Cards
  - Notify Finance & Admin (mgkennedy@eou.edu) of any unearned revenue
- 3<sup>rd</sup>**
  - Send all invoices to AP (ap@eou.edu) by 12:00 pm
  - Close out all encumbrances and purchase orders
  - Submit all FY25 invoices via the [Invoice Submission Portal](#) that haven't been sent
- 8<sup>th</sup>**
  - PERIOD 12 CLOSE**
- 9<sup>th</sup>**
  - Re-class all P-Card transactions for FY26
  - Notify AP (ap@eou.edu) if you see P-Card transactions feed through for FY25
  - Submit June P-Card packets to AP by 5:00 pm
- 15<sup>th</sup>**
  - Library schedule due to F&A (hevans@eou.edu)
  - Notify F&A (mgkennedy@eou.edu) of any fixed asset purchases or disposals during FY25
  - Notify F&A (mgkennedy@eou.edu) of ALL outstanding receivables
- 16<sup>th</sup>**
  - Notify F&A (hevans@eou.edu) of gift pledges
  - Notify F&A of any FY25 invoices not yet received (include vendor name and amount)
- 21<sup>st</sup>**
  - PERIOD 14 CLOSE**
- 28<sup>th</sup>**
  - Submit Housing & Dining Census data