

Year End Dates and Deadlines

June 2026

- 1st
 - 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 14th
- 12th
 - Send departmental lease information to Finance & Admin (mgkennedy@eou.edu)
- 18th
 - Last day to use P-Card prior to 5:00 pm
 - Do NOT use P-Cards until July 1st
- 26th
 - Last day to re-class all outstanding P-Card transactions in Banner prior to 5:00 pm
- 30th
 - 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 2026

- 1st
 - Resume use of P-Cards
 - Notify Finance & Admin (mgkennedy@eou.edu) of any unearned revenue
- 6th
 - Send all invoices to AP (ap@eou.edu) by 12:00 pm
 - Close out all encumbrances and purchase orders
 - Submit all FY26 invoices via the Invoice Submission Portal that haven't been sent
- 8th
 - PERIOD 12 CLOSE
 - Re-class all P-Card transactions for FY27
 - Notify AP (ap@eou.edu) if you see P-Card transactions feed through for FY26
 - Submit June P-Card packets to AP by 5:00 pm
- 14th
 - Library schedule due to F&A (hevans@eou.edu)
 - Notify F&A (mgkennedy@eou.edu) of any fixed asset purchases or disposals during FY26
 - Notify F&A (mgkennedy@eou.edu) of ALL outstanding receivables
- 15th
 - Notify F&A (hevans@eou.edu) of gift pledges
 - Notify F&A of any FY26 invoices not yet received (include vendor name and amount)
- 24th
 - Submit Housing & Dining Census data
- 27th
 - PERIOD 14 CLOSE**