Jill Heath

From: PCBO Subscription <pcbo_subscribe@csusm.edu>
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To: pcbodist@coyote.csusm.edu
Subject: [Pcbodist] Year-End Deadlines
Attachments: ATT00001.txt



Year-End Deadlines

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Sent on behalf of: Procurement & Contracts and Accounts Payable

Hello PCBO Community,

It's that time of year again! Please see below for Year End due dates for requisitions and invoices.

For more information on Procurement & Contracts processing times, please visit https://www.csusm.edu/procurement/procurementservices/purchasing/goods.html.

Note: The Requisition dates apply to when the requisition reaches the Procurement Review step in the P2P system (after applicable compliance reviews, including IT review, HR review, or Facilities review).

FISCAL YEAR 25/26 YEAR END DUE DATES FOR REQUISITION AND INVOICE PROCESSING	
April 1, 2026	Last day to submit requisitions or purchase order change requests $50,000 or greater not currently available from a pre-negotiated contract or pre-approved source. The requisition or change request form must have pre-procurement workflow approvals completed, be in the Procurement Review step, and have all back-up documents submitted.
April 1, 2026	First day to input FY26/27 requisitions. The PO Notes and line description must include "fiscal year 26/27."
April 17, 2026	Last day to submit requisitions for IT software, services, and commodities not currently available from a pre-negotiated contract or pre-approved source. The requisition or change request form must have pre-procurement workflow approvals completed, be in the Procurement Review step, and have all back-up documents submitted.

May 1, 2026	Last day to submit requisitions and purchase order change request $10,000 to $49,999.99 not currently available from a pre-negotiated contract or pre-approved source. The requisition or change request form must have pre-procurement workflow approvals completed, be in the Procurement Review step, and have all back-up documents submitted.
May 22, 2026	Last day to submit requisitions and purchase order change requests less than $10,000. The requisition or change request form must have pre-procurement workflow approvals completed, be in the Procurement Review step, and have all back-up documents submitted.
June 12, 2026	Last day for departments to submit invoices for FY25/26 to A/P to be paid by year-end.
June 16, 2026	Final CSUBUY Check Run for FY25/26
June 18, 2026	Final CFS Check Run for FY25/26

Thank you.
Procurement & Contracts and **Accounts Payable**