From:	PCBO Subscription
To:	pcbodist@coyote.csusm.edu
Subject:	[Pcbodist] Procurement Fiscal Year End Information and Reminders
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Procurement Fiscal Year End Information and Reminders

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Sent on behalf of: Procurement & Contracts

Hi Campus Partners,

We wanted to send out a reminder on the Procurement Year End deadlines along with some information on the Year End process. Please see the attached document along with the reminders below.

We started accepting fiscal year 26/27 requisitions on 4/1/26. The Accounting Period for FY 26/27 will open on 5/1/26, which will allow Procurement to release FY 26/27 POs with an Accounting Date of 7/1/26. A few reminders:

- Accounting Date for 26/27 POs should be entered as July 1
- The line description should start with FY 26/27.
- For Fiscal Year 26/27 POs, Goods should not be delivered before July 1, and services should not start before July 1.

Punchouts:

- Punchout order processing with 25/26 funds will pause on June 25th to align with the Universal Card deadline to ensure that items are delivered prior to June 30. They will resume on June 30 with 26/27 funds.

Questions?

- Please drop in to Procurement Office Hours with your Year End questions.
- **Procurement Office Hours:**

Date: Every Thursday

Time: 1:00 pm – 1:45 pm

Location: **Zoom**

Year End Due Dates:

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
June 25, 2026	Punchout order processing with 25/26 funds will pause to align to ensure items are delivered this fiscal year (prior to June 30). They will resume on June 30 with 26/27 funds.

Note: these 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).

Thank you.

Procurement & Contracts