

## Procurement – 2025 End of Year Deadlines

The Procurement Office has established the following deadlines to finalize FY2025. We appreciate your cooperation and adherence to these deadlines to allow a smooth transition from FY2025 to FY2026.

Purchasing FY 2025 funds	
Deadline	Description
<b>Friday, June 06, 2025</b>	<p><i>Last day to submit and approve.</i></p> <ul style="list-style-type: none"> <li><b>Promotional item requests</b> – Use the link below to handle the high volume of end-of-year promo item requests. The link below provides a catalog of options to showcase your unit's secondary logo and/or website link if space allows. <a href="https://www.utrgv.edu/umc/creative-services/promotional-items-request-form/index.htm">https://www.utrgv.edu/umc/creative-services/promotional-items-request-form/index.htm</a> Requests submitted after June 06 will be processed at the start of FY2026.</li> </ul>
<b>Friday, June 20, 2025</b>	<p><i>Last day to submit and approve in iShop:</i></p> <ul style="list-style-type: none"> <li><b>All Contracts</b> – All new contracts/amendments/renewals, construction contracts, job order contracts, professional services contracts <b>over \$50K</b> requiring signatures.</li> <li><b>Purchases over \$50K</b></li> <li><b>Last day to send vendor set up invitation for FY2025 purchases in Payment Works</b></li> </ul>
<b>Friday, July 11, 2025</b>	<p><i>Note: Goods/Services must be received by August 31, 2025.</i></p> <ul style="list-style-type: none"> <li><b>iShop All Purchases.</b> This will be the last day to requisition using FY2025 funds for any dollar amount <b>under \$50K</b>. POs should be <b>fully approved by this day</b>.</li> <li><b>iShop Contracts:</b> Including renewals, job order contracts <b>under \$50K</b>, amendments under existing contracts for any dollar amount.</li> <li><b>iShop PO Change Orders.</b> This excludes monthly recurring services such as: rentals, maintenance, leases, wireless services etc.</li> </ul>
<b>Friday, August 01, 2025</b>  <i>*See <a href="#">UTRGV One Card Statement Period and Deadlines</a></i>	<ul style="list-style-type: none"> <li><b>Travel / Credit Card transactions.</b> <ul style="list-style-type: none"> <li><b>FY25 Funds: July 4, 2025 to August 3, 2025</b> - Transactions with a posting date in this timeframe will load to iTravel+ on August 6, 2025. <i>Recommended Last Day to charge is July 31, 2025</i></li> <li><b>FY 26 Funds: August 4, 2025 to September 3, 2025</b> - Transactions with a posting date in these timeframes <u>should represent goods, services, or travel for FY2025 as these</u> will load to iTravel+ on September 6, 2025. <b>Note- <u>These transactions will be reviewed and posted to FY2025, if applicable, through an accrual journal.</u></b></li> </ul> </li> </ul>
<b>Friday, August 15, 2025</b>	<ul style="list-style-type: none"> <li><b>Travel / Credit Card Reconciliations</b> should be submitted and approved by this day in order to use FY 2025 funds.</li> <li><b>iShop Closing of PO's.</b> *See Outstanding Encumbrances section.</li> </ul>
<b>Wednesday, August 20, 2025</b>	<ul style="list-style-type: none"> <li>Last day to submit <b>FY2025 supplier invoices, and AP Forms</b> (AP Memo, Stipend, Non- PO's, etc.) to AP. Must be received at AP by EOD.</li> </ul>
<b>Friday, August 22, 2025</b>	<ul style="list-style-type: none"> <li><b>iTravel + Business Expense Reimbursements (out of pocket expenses)</b> using FY 2025 funds must be submitted, approved, and received in the AP queue by this day.</li> </ul>

**Note** - Sponsored Program accounts starting with a 5, please adhere to project ending deadlines for the specific program.

## New Fiscal Year FY 2026 Funds

<b>Monday, July 14, 2025</b>	<ul style="list-style-type: none"> <li>First day to start requisitions and PO's for FY2026. Starting with monthly recurring charges effective SEP 01, 2025, such as: Software Renewals, Maintenance, Leases / Rentals and Multi-year contracts.</li> </ul>
<b>Friday, August 01, 2025</b>	<p>First day to make iTravel + booking reservations and requests for FY26 travel dates.</p> <ul style="list-style-type: none"> <li>Note- Credit card and Travel charges swiped/posted in August should represent goods, services, or travel for FY2026. These transactions will be reviewed and posted to FY2025, if applicable, through an accrual journal.</li> </ul>
<b>Friday, August 29, 2025</b>	<ul style="list-style-type: none"> <li>PO encumbrances roll over will be performed this day. All open POs with balance will be carried forward to new year. <b>Please note the budget for these encumbrances is not transferred from year to year.</b> See note related to cut over / carry forwards.</li> </ul>

### **\*Outstanding Encumbrances**

Reconcilers must review outstanding encumbrances monthly as part of the account reconciliation process. Employees with “Requestor” or “Reconciler” role in iShop must close POs to remove the encumbrances not needed. Refer to quick reference guides available to close PO's:

- [How to - Run the Encumbrance Report.](#) - To get the list of active purchase orders.
- [How to - Close a PO/Disencumber Funds.](#) - To finalize PO's.

*Note – Blanket PO's for Voyager and wireless carriers etc. should not be closed as the service for August is paid until Sept.*

### **FY2025 Cut Over/Carry Forwards:**

- A complete cutover from FY2025 to FY2026 funding will occur July 12-13. The practice of having both current and future fiscal year budgets open at the same time for requisitions was discontinued in FY2022. FY2025 credit card purchases, and travel reimbursements meeting deadlines provided above will still draw on FY2025 funds.
- Operating encumbrances in **General Funds** will carry forward and funded from your **FY2026** operating budget. Should you have questions about this change, please consult your divisional or college budget contact [here](#).

The Accounts Payable Department examines all bills, invoices and reimbursements received in the months of August and September. The accounting date may be updated to reflect the expense in the proper year when the goods or services were delivered or performed.

**The following UTRGV staff is available to assist with any questions you may have regarding these procedures.**

Purchasing Office	956-665-2161	<a href="mailto:purch@utrgv.edu">purch@utrgv.edu</a>
Travel Services Office	956-665-2612	<a href="mailto:travel@utrgv.edu">travel@utrgv.edu</a>
Accounts Payable	956-665-2700	<a href="mailto:accountspayable@utrgv.edu">accountspayable@utrgv.edu</a>
Accounting & Reporting	956-665-2704	<a href="mailto:accountingandreporting@utrgv.edu">accountingandreporting@utrgv.edu</a>
Grants and Contracts	956-665-5329	<a href="mailto:grantsandcontracts@utrgv.edu">grantsandcontracts@utrgv.edu</a>
Planning and Analysis	956-665-2962	<a href="mailto:budgetrevisions@utrgv.edu">budgetrevisions@utrgv.edu</a>