

Procurement – 2026 End of Year Deadlines

The Procurement Office has established the following deadlines to close FY2026. Your cooperation in meeting these deadlines is essential to ensure a smooth transition from FY2026 to FY2027.

Purchasing FY 2026 funds	
Deadline	Description
Friday, June 05, 2026	<p><i>Last day to submit and approve.</i></p> <ul style="list-style-type: none"> • Promotional item requests – To manage the high volume of end-of-year promo item requests, please use this form Promotional Items Request UTRGV. The link below provides a wide variety of preapproved promo items. • Requests submitted after June 05 will be processed at the start of FY2027.
Monday, June 22, 2026	<p><i>Last day to submit and approve in iShop:</i></p> <ul style="list-style-type: none"> • Purchase requisitions <u>over \$50K</u> • All Procurement Contracts <u>over \$50K</u> – Submit all new contracts/amendments/renewals, construction contracts, job order contracts, professional services contracts that require signatures. • Last day to send vendor set up invitation for FY2026 purchases in PaymentWorks
Friday, July 10, 2026	<p><i>Note: Goods/Services must be received by August 31, 2026.</i></p> <ul style="list-style-type: none"> • Purchases requisitions <u>under \$50K</u>. This will be the last day to requisition using FY2026 funds for any dollar amount under \$50K. <u>POs should be fully approved by EOD.</u> • All Procurement Contracts <u>under \$50K</u>: Submit all new contracts/amendments/renewals, construction contracts, job order contracts, professional services contracts that require signatures. • PO Change Orders. This excludes monthly recurring services such as: rentals, maintenance, leases, wireless services etc.
Saturday, August 01, 2026	<ul style="list-style-type: none"> • Travel / Credit Card transactions. <ul style="list-style-type: none"> ○ FY26 Funds: July 4, 2026 to August 3, 2026 - Transactions with a posting date in this timeframe will load to iTravel+ on August 6, 2026. <i>Recommended Last Day to charge is July 31, 2026</i> ○ FY 27 Funds: August 4, 2026 to September 3, 2026 - Transactions with a posting date in these timeframes <u>should represent goods, services, or travel for FY2026</u> as these will load to iTravel+ on September 6, 2026. Note- <u>These transactions will be reviewed and posted to FY2026, if applicable, through an accrual journal.</u>
Friday, August 14, 2026	<ul style="list-style-type: none"> • Travel / Credit Card Reconciliations should be submitted and approved by this day in order to use FY 2026 funds. • iShop Closing of PO's. *See Outstanding Encumbrances section.
Thursday, August 20, 2026	<ul style="list-style-type: none"> • Last day to submit FY2026 supplier invoices, and AP Forms (AP Memo, Stipend, Non- PO's, etc.) to AP. Must be received at AP by EOD.
Monday, August 24, 2026	<ul style="list-style-type: none"> • iTravel+ Business Expense Reimbursements (out of pocket expenses) using FY 2026 funds must be submitted, approved, and received in the AP queue by EOD.

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

New Fiscal Year FY 2027 Funds

Monday, July 13, 2026	<ul style="list-style-type: none"> • First day to start requisitions and PO's for FY2027. Starting with monthly recurring charges effective SEP 01, 2026, such as: Software Renewals, Maintenance Renewals, Leases / Rentals and Multi-year contracts.
Saturday, August 01, 2026	<p>First day to make iTravel+ booking reservations and requests for FY27 travel dates.</p> <ul style="list-style-type: none"> ○ Note- Credit cards and Travel charges swiped/posted in August should represent goods, services, or travel for FY2027. These transactions will be reviewed and posted to FY2026, if applicable, through an accrual journal.
Monday, August 31, 2026	<ul style="list-style-type: none"> • PO encumbrances roll over will be performed this day. All open POs with balance will be carried forward to new year. Please note the budget for these encumbrances is not transferred from year to year. See note related to cut over / carry forwards.

***Outstanding Encumbrances**

Reconcilers are required to review outstanding encumbrances monthly as part of the account reconciliation process. Employees with “Requestor” or “Reconciler” role in iShop are responsible for closing POs to remove unnecessary encumbrance. 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, wireless carriers etc. should not be closed as the service for August is paid until Sept.

FY2026 Cut Over/Carry Forwards:

1. A complete cutover from FY2026 to FY2027 funding will occur July 11-12. However, FY2026 credit card purchases, and travel reimbursements that meet the deadlines noted above will continue to be charged to FY2026 funds.
2. To ensure operating charges are applied to the current fiscal year, invoices must be submitted and fully approved by August 20. Operating encumbrances in **General Funds** without a submitted invoice will roll forward and be funded from your **FY2027** operating budget. Should you have questions about carried forward encumbrances, please contact your divisional or college [budget representative](#).

The Accounts Payable Department examines 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 services performed.

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

Purchasing Office	956-665-2161	purch@utrgv.edu
Travel and One Card Office	956-665-2168	travel@utrgv.edu / procard@utrgv.edu
Accounts Payable	956-665-2700	accountspayable@utrgv.edu
Accounting & Reporting	956-665-2704	accountingandreporting@utrgv.edu
Grants and Contracts	956-665-5329	grantsandcontracts@utrgv.edu
Planning and Analysis	956-665-2962	budgetrevisions@utrgv.edu