

Cut-Off Deadlines - by Date Order FY2025

(If item includes Sponsored projects: back up cutoff date by four business days to route through SPA Post Award)

Section	Contact Info	Page #	Description	Cut-Off Date
Purchasing	VPIT	3	IT-CESS Project over \$500,000	March 14, 2025
Other Services	Facilities Management	5	All currently established and funded Facilities Management Division (FMD) work orders will be reviewed March 14, 2025. FMD will contact the department(s) if the work cannot be completed and billed by June 30, 2025.	March 14, 2025
Budget	Budget	7	Budget journals should be processed no later than March 31, 2025 to reflect the total projected budget for current fiscal year.	March 31, 2025
Departmental Sales and Services	Budget	8	Budget journals for the current fiscal year are due to Commitment Control.	March 31, 2025
A/R	Accounts Receivable	2	Requests to reserve or write off uncollectible accounts should be submitted to Accounts Receivable.	March 31, 2025
Purchasing	Procurement	4	Purchase Requests Due for Vehicles.	April 1, 2025
Purchasing	Procurement	4	Purchases greater than \$250,000 and Request for Proposal or sole source justification required.	April 1, 2025
Purchasing	VPIT	3	IT-CESS Project \$0-\$500,000 not on contract	April 11, 2025
Purchasing	VPIT	3	IT-CESS Project \$0-\$500,000 on contract	April 25, 2025
Purchasing	Procurement	4	Purchases greater than \$25,000 and Request for Quote or sole source justification required.	April 25, 2025
Payroll	Payroll	7	Deadline for overpayment requests are due by noon .	June 4, 2025
Purchasing	Procurement	4	Purchases \$24,999.99 or less with formal bidding or sole source justification NOT required.	June 10, 2025
Purchasing	Procurement	4	Any commodity/service on contract regardless of dollar value.	June 10, 2025
Other Services	Facilities Management	6	Deadline for purchasing fuel at the FMD Auto Center is 5:00 pm, June 16, 2025 to be charged to the FY25 budget.	June 16, 2025
Payroll	Payroll	7	Deadline for reimbursement if paying by check	June 11, 2025
Other Services	Facilities Management	6	Deadline for FMD Auto Center vehicle rental RETURN is June 18, 2025. Rentals not returned by that date will be charged to the FY26 budget.	June 18, 2025
Other Services	Facilities Management	6	Deadline for preventative or repair maintenance at the Auto Center is June 18th to be charged to the FY25 budget.	June 18, 2025
Other Services	Facilities Management	6	Deadline for Facilities Management Warehouse to be charged against FY25 is 3:30 pm, June 18, 2025.	June 18, 2025
Other Services	Facilities Management	6	Last day for charges, changes, or corrections to be posted by Facilities Management to be loaded into the Financial Management System by June 30, 2025	June 18, 2025
Petty Cash	Bursar/Treasury	1	Petty cash applications for funds to be disbursed to custodians by the end of the fiscal year must be submitted to Bursar and Treasury Services by the end of the working day.	June 20, 2025
Carry Forward Requests	Accounting	8	Student Technology Fees & carry forward requests should be submitted to the Accounting Department	June 20, 2025
Payroll	Payroll	7	Deadline for entering compensatory payouts or leave requests in OneUSG Connect.	June 20, 2025
Departmental Sales and Service	Accounting	8	All requests to set up accounts receivable, deferred revenue, or scientific equipment reserves on departmental sales and services accounts are due in the Accounting Department.	June 20, 2025
Purchasing	Procurement	4	UGAmart Catalog Purchases. Catalog purchases only using punchout catalogs available in UGAmart	June 25, 2025
Budget	Commitment Control	8	Deadline for FY25 budget transactions	June 25, 2025
Pcard	Accounting	5	P-Card transactions transmitted by the vendor to the bank by June 27, 2025 will be posted in FY2025.	June 27, 2025
Accounts Payable	Accounts Payable	2	Payment requests with supporting documents (including Petty Cash reimbursement requests) and Accounts Payable Journal Vouchers to be charged against the FY2025 budget must be in Accounts Payable by the close of business .	June 27, 2025
Travel	Accounts Payable T&E	2	Travel authorities with airfare to be direct charged to the University on the FY2025 budget must be in Travel and Encumbrances by the close of business .	June 27, 2025
Travel	Accounts Payable T&E	2	Travel Agency deadline to submit invoice to Travel & Enc.	June 27, 2025
Travel	Accounts Payable T&E	2	Approved Travel and Non-Travel Expense Reports to be charged to the FY2025 budget must be submitted to Accounts Payable by the close of business .	June 27, 2025
Travel	Accounts Payable T&E	2	Expense report adjustments involving FY2025 transactions are due by the close of business .	June 27, 2025

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Cash/Check Receipts	<i>Bursar/Treasury</i>	1	All funds received that are to be credited to FY2025 must be received by the Bursar's Office by 3PM.	June 30, 2025
Credit Card Receipts	<i>Bursar/Treasury</i>	1	Any credit card sales that occur through June 29, will be included in FY2025. Credit card web departmental deposits through June 29 sales must be submitted to the Bursar's Office no later than noon, June 30.	June 30, 2025
A/R	<i>Accounts Receivable</i>	2	Deadline for new customer requests in Accounts Receivable Module	June 27, 2025
Other Services	<i>Bulldog Print + Design</i>	5	Bulldog Print + Design deadline to accept requests for printing & design services is June 30, 2025 and will be charged to the 2024-2025 year, if the job can be completed by June 30, 2025.	June 30, 2025
Other Services	<i>Mail & Receiving Services</i>	5	Postage fees will be charged to the FY25 budget for all mail received by the end of the working day on June 30, 2025.	June 30, 2025
A/R	<i>Accounts Receivable</i>	2	Invoicing and account receivable entries should be finalized in the billing accounts receivable modules by noon.	June 30, 2025
Payroll	<i>Payroll</i>	7	Deadline to enter June payable time for accrued payroll	July 7, 2025
GL Journals <i>(Initiated/created June 30 or earlier)</i>	<i>Accounting</i>	6	June GL journals should be routed through approval workflow to the Accounting Department by noon.	July 11, 2025
Year-end GL Journals <i>(Initiated/created July 1 - July 11)</i>	<i>Accounting</i>	6	After the June 30th date, any transactions that need to be recorded in FY25 should be routed through approval workflow to the Accounting Department by noon. Journals should be dated "June 30, 2025".	July 11, 2025