

Function	FY 25 Cut Off	FY 26 Start	Notes
Purchasing/Accounts Payable			
Submit ALL Requisitions for the remainder of the Current (24-25) Year	4/21/2025		Includes PR's for: Any Goods/Services, Food, Capital Outlay, and PCARDS
All requests to increase Open POs should be emailed to Purchasing@skagit.edu	4/21/2025		This should include a reason for the increase so it can be included on the PO
Departments begin to contact vendors to check on Order/Receiving/Invoice Status	5/1/2025		
Departments should begin to submit outstanding expenses for reimbursement	5/1/2025		Expenses for Reimbursement should be for Travel or goods & services
All Purchases on Open PO's need be to be completed	5/30/2025		Current Year (24-25) Open PO's will start to be Closed beginning in June.
No Amazon Orders will be approved between June 2- June 30th.	6/2/2025		
Begin Creating requisitions for the new fiscal year (25-26)		6/2/2025	New Requisitions should be created with 7/1/2025 in the accounting/requisition date fields
All Invoices and Expenses Must be submitted to accountspayable@skagit.edu	6/13/2025		Invoices received after this date will be applied to the next fiscal year
All Charges made on PCARDS need to be completed	6/13/2025		Anything that is charged and hits the statement after June 13th will be applied to the next fiscal year.
It is advised that State grants do not use a PCard after June 6th.	6/6/2025		This will help ensure all expenses are recorded in the current grant year.
Signed PCard Statements, reconciliation paperwork and receipts are due	6/27/2025		Please make sure your chartstrings are complete and correct
Travel			
Expense Reports Due	6/13/2025		
Last Day for 24/25 Credit Cards and Flight Purchases	6/13/2025		
First Day for 25/26 Credit Cards and Flight Purchases		6/16/2025	Employees are required by the State to use SVC PCARDS to book flights
Budget Manager Approvals due	6/30/2025		
Travel Authorizations can be entered for New fiscal year (25-26)		7/1/2025	
Fiscal Year 24-25 Travel Authorizations Will be Closed	7/7/2025		
Travel Training Schedule			
Travel Training	5/29/2025		Angst Hall A125 (Need an Alternate Date: Email travel@skagit.edu)
Travel Training		7/11/2025	Angst Hall A125 (Need an Alternate Date: Email travel@skagit.edu)
Grants			
Submit ALL Requisitions for the remainder of the Current (24-25) Year	4/21/2025		Includes PR's for: Any Goods/Services, Food, Capital Outlay, and PCARDS that are grant related. Please see additional due dates above to follow.
All Charges made on PCARDS need to be completed	6/13/2025		Anything that is charged and hits the statement after June 13th will be applied to the next fiscal state grant year.
Expense Reports Due	6/13/2025		Anything that is charged and hits ctclink after June 13th will be applied to the next fiscal state grant year.
Last Day for 24/25 Credit Cards and Flight Purchases	6/13/2025		Anything that is charged and hits ctclink after June 13th will be applied to the next fiscal state grant year.