

**FY 25-26**  
**CUESTA COLLEGE**  
**END-OF-YEAR CLOSEOUT SCHEDULE**  
**For District and ASCC/Clubs/Trusts**

**May 8 (Friday)**

Last day for submitting General Requisitions for new orders (Unrestricted Fund 1100)

Last day for submitting General Requisitions for new orders (Foundation Reimbursable Fund 12999 & 3399)

**May 13 (Wednesday)**

General Requisitions submitted by May 8<sup>th</sup> need to have completed the approval process

**May 15 (Friday)**

Last day for submitting General Requisitions new orders (restricted fund source – “12XXX”)

Last day for submitting requests for payments (ASCC/Clubs/Trusts)

Last day to order items to be delivered on Standing Purchase Orders

**May 20 (Wednesday)**

General Requisitions submitted by May 15<sup>th</sup> need to have completed the approval process

**May 29 (Friday)**

Last day for Cal Card Purchases (includes Staples orders), cards will be deactivated until July 1st

Last day to submit invoices/documents to Foundation to be encumbered

Last day to notify Purchasing to forward (‘roll’) specific purchase orders into the next fiscal year. ***PO’s to roll include goods-in-transit, finance agreements & multi-year capital project contracts only. All other standing PO’s close at year-end and must have a new-year requisition, signed by budget manager.***

**June 30 (Tuesday)**

All goods must be received on campus to utilize FY 25-26 budget.

Last day to make FY 25-26 deposits at the Cashier’s Office (noon deadline)

**July 1 (Wednesday)**

New budget year begins - Requisitions may be processed in accordance with the FY 26-27 Tentative Budget

**July 10 (Friday)**

Last day for submitting all General Requisitions for Direct Pay and travel/conference/claim reimbursements (expended on/before June 30)

Last day to submit A/P invoices/approvals for payment (all divisions, departments, funds, grants)

Tentative budget loaded

**July 17 (Friday)**

Last day for Purchasing to close all remaining Purchase Orders (POs)

Last day to submit Journal Entry, Labor Redistribution requests, and Budget Transfer Requests.

Last day to submit A/R invoice requests to Fiscal Services (grants, Foundation, categorical, facilities-use, & state reimb. prog.)

**July 24 (Friday)**

***Campuswide Close Out - FY 25-26: All divisions, departmental closing activities—INCLUDING GRANTS AND CAPITAL PROJECTS--must be completed.***

**July 31 (Friday)**

***General Ledger ~ FY 25-26 Final Close***