

FISCAL YEAR 2024-25 DEADLINES

The following procedures are required to assure a smooth close for Fiscal Year (FY) 2024-25. Unless otherwise noted, **all dates apply to all funds (General Fund, Auxiliary Fund, Student Fee Accounts, Restricted Accounts, Endowments, and Grants & Contracts)** for all purchases and/or services needed by June 30, 2025.

All purchase requisitions, (PO Types NW, SC NC, TQ, RQ and SB) for goods and services being delivered, must include a guarantee of delivery/availability prior to June 20, 2025. Each guarantee must be certified from the vendor and be forwarded to purchasing@nsula.edu with the Banner requisition number noted.

MONDAY, APRIL 28 @ 12:00 PM – P-CARD

Last day to use P-Card for purchases is April 28th @ 12:00 PM.

All use will be delayed until July 7, 2025. All NSU Purchasing Cards will remain suspended during the May & June billing cycle (May 6, 2025 through July 6, 2025) and will be re-activated on Monday, July 7th @ 9:00 AM.

FRIDAY, MAY 23 @ 11:00 AM - REQUISITION

Requisition access will be disabled at 11:00 AM on Friday, May 23rd to prepare for Year End Close.

All purchase requisitions to expend funds allocated to you for the 2024-25 fiscal year must be approved online by Friday, May 23, 2025, to provide for delivery by June 27, 2025.

For all University essential purchases after May 23rd, contact the Purchasing Office for special instructions and prior approval.

All direct payment requests are due in Business Affairs by Friday, June 20th.

FRIDAY, JUNE 6 @ 12:00 PM – REQUEST FOR PAYMENT

All requests for payment must be submitted to Human Resources for processing the final payroll of FY 24-25 by Friday, June 6th.

Any late forms submitted after this date will require approval by the appropriate Vice President or President and will be processed on the next available payroll.

FRIDAY, JUNE 13 @ 12:00 PM – WAREHOUSE/PRINT SHOP REQUISITIONS

All Warehouse Requisitions must be received in Central Receiving & Warehouse before 12:00 PM. Any requisitions received after June 13th will be charged to the 2025-26 fiscal year.

All printing requisitions must be received in University Printing before 12:00 PM. All printing requisitions received after June 13th will be charged to the 2025-26 fiscal year.

FRIDAY, JUNE 27 @ 12:00 PM – RECEIVING & MOTORPOOL

All Receiving must be entered on-line by 12:00 PM on Friday, June 27th.

All Motor Pool trip tickets must be invoiced by 12:00 PM on Friday, June 27th. Trip tickets after June 27th will be charged to FY 2025-26.

MONDAY, JUNE 30 - TRAVEL

All travel expense reports should be submitted immediately upon return. Travel expense reports received after June 30th will be charged to the next fiscal year, regardless of funding source.