PROCUREMENT FY26 YEAR-END DEADLINES

IMPORTANT:

Please ensure that all responsibilities are properly delegated if you plan to be out of the office during the fiscal year-end period.

DATE	TIME DUE	ITEMS
Friday, June 12, 2026	5 PM	Last day for 2026 Spend Authorizations to be created and fully approved. **Note:** Individuals planning international travel in July or August but unable to submit a FY26 Spend Authorization and will use FY27 funding must contact Global Travel safety and Security team yborenstein@fau.edu and jweber15@fau.edu for authorization and guidance.
Friday, June 19, 2026	5 PM	The last day to email pcard@fau.edu exception requests to keep PCard open with supporting documentation. PCards reduced to $1 will **not** be reopened until FY27.
Monday, June 22, 2026	8 AM	First day for departments to send final request to keep 2026 Purchase Orders open (roll forward) to purchasing@fau.edu **Note:** Purchase orders will only roll forward if they are not to be invoiced by 6/30/26 (tied to the FY26 budget) and can be committed to the FY27 budget. **Useful Reports -** **1. FAU FIN Purchase Order Obligations** **2. FAU FIN Purchase Order Obligations – Internal Memo**
Tuesday, June 23, 2026	12 PM	Last day for 2026 PCard charges (Limits reduced to $1.00)
Wednesday, June 24, 2026	12 PM	Disable Punchouts
	5 PM	Last day 2026 Requisitions can be created in Workday. Must be fully approved by 5PM. (All unapproved Requisitions will be closed)
		Last day for 2026 Change Orders to be submitted in Workday
		Last day to request 2026 Spend Authorizations to stay open and to be expensed beginning 7/1/2026 to travel@fau.edu **Note**: Spend Authorization will only stay open if (1) travel dates during last two weeks of June (Blackout period) until July (2) with cash advance requested
Thursday, June 25, 2026	8 AM	First day to submit Supplier Invoice Requests (SIR) for FY26 invoices (if PO is closed)
		First day 2027 Requisitions can be created (dated for 7/1/26)
	5 PM	Last day for 2026 Expense Reports to be created and fully approved. All In-Progress or Draft status Expense Reports will be cancelled.
Friday, June 26, 2026	8 AM	2026 Spend Authorizations will be mass closed (all unapproved and in-progress will be canceled)
	5 PM	2026 Supplier Contracts will be rolled into FY27
		Last day for Miscellaneous Payment Requests to be fully approved (all unapproved will be dated July 1, 2026).
		2026 Purchase Orders designated to stay open will be rolled forward and committed to FY27 budget
Wednesday, July 1, 2026	9 AM	First day for 2027 PCard charges (Limits reinstated)
Tuesday, June 30, 2026	4 PM	Enable Punchouts
Wednesday, July 8, 2026	5 PM	Last Day to submit Supplier Invoice Requests for FY26 invoices
Monday, July 13, 2026	8 AM	First day for 2027 Purchase Order Change Orders

POINTS OF CONTACT

Procurement Services	Points of Contact
Purchasing	For purchasing questions email: purchasing@fau.edu Melodi Ramtallie @ mramtallie@fau.edu or 7-6650 Maria Yerganian @ myerganian@fau.edu or 7-2917
Accounts Payable	Send all invoices to: accountspayable@fau.edu Ailene Dionzon-Finelli @ adionzonfinelli@fau.edu or 7-3045 Gianella Storiale @ diazg2014@fau.edu or 7-3087
Travel and Expense	For travel inquiries email: Travel@fau.edu
PCard Administration	For PCard inquiries email: pcard@fau.edu
Procurement Contact List	www.fau.edu/procurement/files/procurement-staff-contact-info5-7-25.pdf

PURCHASE ORDERS/SUPPLIER CONTRACTS:

- Procurement Services will close all FY2026 Purchase Orders between June 22, 2026, to June 30, 2026, unless the Purchase Order has been designated to roll forward into FY27. **The fund balance of the PO will re-obligate funds in FY27 from the new FY budget.** Funds from FY26 do not roll forward with the purchase order. On Friday, June 26, 2026, all Supplier Contracts will be rolled into FY27 unless otherwise requested or termed.
- PO roll forward request **should only** be used when the term of the agreement or the purchase spans the fiscal year. Otherwise, the PO will be closed for 6/30/26 and a new REQ for FY27 should be created, resulting in a new PO.
- Please review the following **Purchase Order reports** as early as possible and run again prior to Friday, June 26, 2026, to determine which FY26 POs should be designated to roll and re-obligate funds in FY27. These reports are available to anyone in the following Workday security groups: **Cost Center Accountant, Cost Center Manager, Departmental_Purchasing_Analyst_FAU, Departmental Financial Analyst_FAU and Finance Auditor.**

  1. **FAU FIN Purchase Order Obligations**
  2. **FAU FIN Purchase Order Obligations – Internal Memo**

CONTRACTS & AGREEMENTS

The last day for FY26 contracts or contracts seeking approval and signature to renew in July 2026 is **Monday, June 22, 2026.** Please note, these agreements/contracts/quotes require additional review and approval from the University's Office of General Counsel's (OGC, Michael Casanover) or other departments such as OIT. Please plan accordingly as additional lead time is needed. Should you have any emergency request(s), please review the Office of the President Policies 9.1 Signature Authority and 9.2 Legal Review of Procurement Contracts

TRAVEL & EXPENSE

Spend Authorizations:

- If you are traveling during the last 10 days of June, please be sure your Spend Authorization is **fully approved** prior to Friday, June 24.
  - **Note -** Individuals planning international travel in July or August but unable to submit a FY26 Spend Authorization and will use FY27 funding must contact Global Travel safety and Security team yborenstein@fau.edu and jweber15@fau.edu for authorization and guidance.

- **June 2026 Spend Authorization with cash advance requested** and/or **travels during last two weeks of June (Blackout period) or until July** will remain open until the final expense report is submitted in FY27. Any additional FY26 travel related expenses must be linked to the **June 2026** S**pend Authorization.**
    - **Example:** Travel date is August 2026. In June 2026, airfare is purchased on a P-Card for August Travel. If this charge (or additional charges – hotel, per-diem, etc. that take place in August) was not expensed in FY26, the FY26 Spend Authorization should be used to create and process the expense report in FY27.
- All other FY26 Spend Authorizations will be closed by June 26, 2026. N**ew Spend Authorizations will need** to be processed in July 2026 to reinstate any that still has open travel dates.
- FY27 Spend Authorizations – 1st day to process in Workday is July 1, 2026.
    - **Note –** Should there be any additional expenditures related to FY26 travel that were not expensed in FY26, **a traveler must re-enter a new Spend Authorization in FY27** to commit the funds and process an Expense Report.
    - **Example:** Travel date is August 2026. In June 2026, airfare is purchased on a P-Card for August Travel. If this charge (or additional charges that take place in August) was not expensed in FY26, a new Spend Authorization must be created in FY27 to process this charge as well as any additional items (hotel, per-diem, etc.).
- Here are 2 reports that you can run to identify **Spend Authorizations with remaining balances**. These reports are available to anyone in the following Workday security groups: Cost Center Accountant, Cost Center Manager, Departmental Financial Analyst_FAU and Finance Auditor.

1. **FAU FIN Extract Spend Auths Encumb Bal – Departmental**
   "Spend Authorization Remaining Balance" = Funds still COMMITTED on budget.
   Can be run by SmartTag, Cost Center, Grant, or project (any combinations)
2. **FAU FIN Extract Spend Auths Encumb Bal - Departmental by CC Hierarchy**
   "Spend Authorization Remaining Balance" = Funds still COMMITTED on budget.
   Can ONLY be run by CC Hierarchy – Report results will breakdown each SA by SmartTag/CC/Fund/Employee

Expense Reports:

- FY26 Expense Reports – last day for Expense Reports to be created and fully approved in Workday is Thursday, June 25, 2026 @ 5:00PM.
    - All In Progress Expense Reports (draft or in progress status) will be cancelled on Thursday, June 25, 2026 @ 5:00PM. New Expense Reports in FY27 must be submitted to process the FY26 cancelled expense report.

PCARD

- Last day to use the PCard is Tuesday, June 23, 2026. (Blackout period starts June 23, 2026, at 12:00PM through June 30, 2026)
    - On an exception basis, arrangements may be made to retain a functional PCard for documented business travel, recurring charges, or a critical need during the blackout period. Please send the request along with supporting documentation to pcard@fau.edu by **Friday, June 19, 2026.**
    - **Note –** PCards reduced to $1 after this deadline will not be reopened until FY27.

PAYABLES

Supplier Invoices:

- Reach out to your Suppliers and request open invoices in May and early June. If invoices are sent directly to departments, do not hold them.
- Request that Suppliers send 2026 invoices as early as possible, in PDF format to accountspayable@fau.edu. **Be sure each invoice is clearly marked with the correct purchase order number**. Invoices without purchase order numbers will not be processed in a timely fashion.

- The AP Specialist will process the Supplier invoice in the fiscal year as specified **by the date on the invoice business document.**
    - Invoices dated 6/30/26 or before will be processed in FY26, provided they are received on time.
    - Invoices dated 7/1/26 or after will be processed in FY27.
    - GA Accrual Schedule:
        - 7/11 through 7/17: each individual accrual must be $25,000 or more
        - 7/18 through 7/20: each individual accrual must be $100,000 or more
        - After 7/20: CFO exception only

      Important:
        - Thresholds apply to each individual accrual item
        - Multiple invoices or changes may not be combined to meet the minimum threshold
        - Requests must be completed and fully supported when submitted
        - Late accruals are exceptions only, not standard processing

      Questions regarding the FY26 invoice for accruals received after 7/10 should be directed to generalaccounting@fau.edu
- AP Contact List can be found @ www.fau.edu/procurement/files/procurement-staff-contact-info5-7-25.pdf
- OwlOne Chatbot can be accessed @ https://owlone.fau.edu/auth/jwt/login

Miscellaneous Payments:

- Last day to submit FY26 Miscellaneous Payment is Friday, June 26,2026. Please note this request must be fully approved on the same day June 26,2026 @ 5PM. All FY26 Miscellaneous Payment not fully approved by June 26,2026 will be dated 7/1/2026.

FY26 Year-End: FAQs Procurement

- **Does my budget in FY26 POs roll over to FY27?**

  No.

- **Does my budget in FY26 for construction projects roll over to FY27?**

  Yes, the project itself will roll forward; however, there is a caveat with the budget. The remaining unexpended budget for the FY26 project rolled forward will be established in FY27 and will obligate against your FY27 budget. For example, if you have 50k left of budget on a project that is rolling forward, the 50k is not being added to your total approved budget for FY27. It will reduce your FY27 budget as a FY27 expense. The instructions related to E&G and Carryforward funding SmartTags will be shared through the "financialaffairs-l" email communications at a later date.

  For any questions regarding this process, please reach out to GeneralAccounting@fau.edu

- **How do I make sure the Spend Authorization will automatically close and fully liquidate the commitment when creating the expense report?**

  If no other Expense Report is to be submitted, check the "Final Expense Report" box on the header tab of your Expense Report. All Expense Reports linked to that Spend Authorization must be fully approved for the Spend Authorization to automatically close.



- **International travel – what to do if you have a traveler in the blackout period and part in FY26 and part in FY27?**

  The fully approved spend authorization will remain open and should be used to finalize the expense report in FY27. All other spend authorizations will be closed because the commitment fund doesn't roll forward due to system limitation. Receipts with June date should be expensed in FY26, additional charges with July receipts should be expensed in FY27. Refer to FYE accrual deadline and threshold for FY26 expenditures wanted to be expensed in FY26.
  Note - Individuals planning international travel in July or August but unable to submit a FY26 Spend Authorization and will use FY27 funding must contact Global Travel safety and Security team yborenstein@fau.edu and jweber15@fau.edu for authorization and guidance.

- **When can I enter a FY27 spend authorization, will it be closed?**

  July 1, 2026, is the first day to process in the system FY27 spend authorization; it will remain open until a finalized expense report is submitted and approved. Any Spend Authorization without cash advance and travel before blackout period created prior to July 1, 2026, will be closed.

- **What does it mean when goods/services are received/rendered?**

  Goods and/or services are considered received when they are on property at FAU.

- **What do we do about late billing from outside vendors who don't know the usage until they bill later in July after the accrual end date?**

  Unfortunately, we cannot offer any other options. No invoice will be accrued after the cutoff dates.

- **Do we need to do anything if our invoices are being amortized?**

  No action is needed.

- **When is the supplier invoice request cutoff date for FY26 invoices?**

  Supplier Invoice Request (SIR) must be processed and fully approved by Wednesday, July 8, 2026.

- **Who should create a supplier invoice request (SIR) for an independent contractor?**

  Supplier Invoice Requests are created by end user departments. To view our job aids, please visit https://www.fau.edu/procurement/job-aids/

- **Can we search for invoices in progress and even if they were submitted by a terminated employee? Which report allows for this?**

  Yes – if the end user has access to Find Supplier Invoice report and select invoice status – in progress. Everything will populate regardless of who submitted it.

- **Travel registration paid in FY26 when the travel is for FY27? What do I do?**

  Should be expensed in FY26, refer to FYE accrual deadlines and thresholds**.**

- **How can I request my p-card to remain open during the blackout period?**

  On an exception basis, arrangements may be made to retain a functional P-Card for documented business travel, recurring charges, or a critical need during the blackout period. Please send the request along with supporting documentation to pcard@fau.edu by **Friday, June 19, 2026.**

  Note – PCards reduced to $1 after this deadline will not be reopened until FY27. Note that these transactions may expense in FY27.

Links:

- **Contracts GC–**
  https://www.fau.edu/generalcounsel/
  https://www.fau.edu/generalcounsel/procurement/

- **Procurement –**
  Procurement Payables FAQ @ https://www.fau.edu/procurement/files/faq-payables.pdf
  Procurement Job Aids @ www.fau.edu/procurement/job-aids/
  Procurement Staff Contacts List @ www.fau.edu/procurement/files/procurement-staff-contact-info5-7-25.pdf
  Financial Affairs Division Training Videos @ https://www.fau.edu/training/
  OwlOne Chatbot @ https://owlone.fau.edu/auth/jwt/login

FYE = Fiscal Year End