

TENTATIVE SCHEDULE OF FISCAL CLOSE FY 2025-26 DEADLINES

Updated 4/16/26

The close of the 2024-2025 fiscal year is approaching, and it is once again time to communicate to UC ANR UCCE County Offices and Administrative Units our end-of-year planning dates for the close process. We appreciate your attention and efforts with regard to year-end fiscal responsibilities.

To meet the UC Davis Supply Chain (Accounting) deadlines for posting expenditures to the June 2025 ledger, we ask your cooperation in submitting your documents to your UC ANR Business Operations Center (BOC) Business Partner Team by the dates listed below. It is important to plan for our closing activities that take place in May and early June to meet these deadlines.

While we know that the dates in the table on the next page are certainly recommended in our year-end scheduling, it would be much appreciated if you could submit all types of documents as quickly as possible.

These key dates and deadlines apply to accounts with June 30, 2025 ending dates. **This does not mean that you have until that date to spend on those accounts.**

- Contracts and grants
- IPM Support Fund
- New Advisor Startup Funds
- Academic Salary Cost Recovery Funds from 2023-24 or older

Helpful Links

Forms: [This page houses the forms you'll need for Fiscal Close.](#)

BOC Business Partner Directory: Please direct any questions you may have about these deadlines to your [Business Partner Team](#).

TENTATIVE SCHEDULE OF FISCAL CLOSE FY 2025-26 DEADLINES

5/20/2026

Inter-location transfer (ITF) deadline.

This is the deadline to submit ITF for fiscal year 25-26 to RPM. Submit to Business Partner Team or Business Manager, and they will route it to UC ANR RPM.

5/22/2026

Requests for Purchase Orders (RPO) and Blanket Purchase Requests that require UC Davis Purchasing Review

Includes equipment, supplies over \$9,999, theft sensitive, excluded items, and contracts for services. Please allow time for the new contracting for services approval process through Employee & Labor Relations. Purchase Orders approved after June 27 will post encumbrances to FY26-27. Submit to Business Partner Team or Business Manager. It will route to UC ANR HR.

5/29/2026

New Supplier Request

This can take at least 2 weeks. If you anticipate using a new supplier between now and the end of the year, please submit that request as soon as possible to allow time for the vendor to be set-up in the system. Submit this in Aggie Enterprise and it will route to UC Davis.

6/3/2026

Last day to use UC ANR P-cards for posting to June ledger.

Ensure that the items ordered are available for shipment and be received by June 30th P-cards can be used after June 3, but those expenses run the risk of not being processed timely and could miss being posted to the 2024-25 FY ledger. There should be no change in your programmatic activities driven by this deadline.

6/5/2026

Salary Cost Transfer (SCTs) due to the Business Operations Center (BOC)

For corrections to May ledgers which close on June 7 . Because of the timing of processing Salary Cost Transfers (SCT) through UCPath, submitting all SCTs by June 9 will allow for processing in time for the 2025-26 ledger. Submit to Business Partner Team or Business Manager.

6/10/2026

Last day to submit purchases in Aggie Enterprise Punchout to post to FY 25-26

POs are dependent on outside vendors, not UC ANR or UC Davis. Ensure that the items ordered are available for shipment and will be received by June 30th. Punchout catalog purchases can be made after June 11 but these are not guaranteed to post to 2025-26 ledgers. Purchase Orders approved after June 27 will post encumbrances to FY26-27. Submit purchases in Aggie Enterprise. It will route to your Business Partner/Business Manager, and then it will route to UC Davis.

Funding Freeze June 20-26

Funding changes need to be into WFA and routing by June 12. Funding entries won't resume until June 30.

6/12/2026

Requests for Purchase Order (RPO) that do not require Davis Purchasing review

Purchases under \$10K or on an existing agreement, no contract signature needed, not a controlled substance or sensitive item. Purchase Orders approved after June 27 will post encumbrances to FY26-27. Submit to Business Partner Team or Business Manager.

6/12/2026

For counties that do not deposit locally: Last day to send Statement of Cash Collections (SCC) package with live check.

Mail all checks and SCC back up no later than June 5 to ensure that it is received in the BOC no later than June 12. Submit to Business Partner Team or Business Manager.

6/12/2026

Final day to deposit cash and checks in your local banks.

Misc. income and gifts. After today, cannot make deposits until July 1 (which will be recorded to FY 2025). Please do not make cash deposits during the period June 15 – June 30. Making cash deposits during this time does not allow sufficient time for you to submit supporting documentation, and for the BOC to process your statements timely. All deposits made July 1 or later will be posted to FY 2025-25. Deposit at local bank.

6/12/2026

Non-payroll expense transfer requests (Journal Vouchers (JVs)) due to BOC.

For corrections to May ledgers. Requests for non-payroll transfers (JVs) should be submitted no later the June 12 to allow time for your Business Partner Team to process. Submit to Business Partner Team or Business Manager.

6/12/2026

Completed and submitted travel and entertainment reports due in AggieExpense for BOC review.

Must be fully approved by department by Thursday June 18 Complete reports free of errors w/ all required documentation (receipts, mileage logs, etc.). and submit in Aggie Expense. After fiscal officer approval at the BOC, reports will route to the County Director/Director/Senior Leadership for approval.

Program Support funds being used for pre-payment of registration or travel expenses for conferences occurring in upcoming July/August/September can be submitted on or before June 12. Submit in AggieExpense. It will route to: Business Partner/ Business Manager then to UC Davis.

6/15/2026

Request to close Aggie Enterprise Close PO

To close an Aggie Enterprise PO email your BOC team the PO number by EOD Monday June 15. Submit to Business Partner Team or Business Manager.

6/16/2026

Final day for County Directors' approval of travel and entertainment reports in AggieExpense.

Travel expenses for late June will be processed on a priority basis. Submit in AggieExpense. It will route to: Business Partner/ Business Manager then to UC Davis.

6/17/2026

Last day to submit Pcard reconciliation reports in AggieExpense for posting to June ledgers.

Must be fully approved by department by Thursday June 25

Must include all appropriate documentation & approvals for posting in 24-25. If received after this date, it may post to the FY 2025. Any transactions received after June 17 cannot be guaranteed to post to the 2024-25 ledger. Fully approved documents received after the 17th will be processed on a first-in-first-out priority basis. Submit to Business Partner or Business Manager, who will route it to UC Davis.

6/17/2026

Accounts Payable documents due to BOC

Includes check requests, vendor invoices and purchase orders (POs). Assumes all approval signatures and documentation are included. If you anticipate using a new supplier between now and the end of the year, please submit that request by May 19. New suppliers can take up to 2 weeks to set up. Submit to Business Partner Team or Business Manager.

6/19/2026

Statement of Cash Collection forms (SCCs) and cash receipt documents/packets scanned and sent to BOC.

Donation and income-deposits cannot be combined on one SCC. All SCC packets for checks must be deposited directly to local Bank of America.

We realize this is a quick turn-around for you but we do want to give you time to make your local bank deposits as late as possible, still allowing time for the BOC staff to process your documentation. Submit to Business Partner Team or Business Manager.

6/22/2026

Salary Cost Transfer (SCTs) due to BOC.

For corrections to June ledgers which close on June 8. Because of the timing of processing Salary Cost Transfers (SCT) through UCPATH, submitting all SCTs by June 23 will allow for processing in time for the 2024-25 ledger. Submit to Business Partner Team or Business Manager.

7/7/2026

Accounts Payable Subledger Closes for FY 24-25 Due by 8pm