

TO: Deans, Directors, Department Heads, and Fiscal Officers

FROM: Margaret McCarthy, AVP of Financial Operations and Controller

DATE: March 5, 2026

SUBJECT: **Fiscal Year 2026 Year-End Deadlines for Contracts, Commitments, Expenditures, and Other Transactions**

## Purpose and Overview:

The 2026 fiscal year ends **Tuesday, June 30, 2026**. To ensure timely processing of financial transactions in accordance with University policies and State Comptroller requirements, the deadlines outlined below have been established. Adherence to these deadlines is critical to support an orderly year-end close and the subsequent audit of the University's financial statements.

Finance and Procurement staff remain committed to supporting University departments throughout the year-end close. All transactions will continue to be processed in compliance with Federal, State, and University requirements in support of operational, educational, and research activities.

## Important Year-End Reminders:

Due dates reflect the required receipt date by the responsible office or the finalization date if routing is not applicable.

- Do not hold documents, even if a deadline has passed. Submit all documents as soon as possible.
- Transactions will continue to be processed and posted to KFS through June 30.
- Submission by a deadline does not guarantee posting by June 30 if issues arise. Departments should actively monitor transactions to reduce the risk of transactions not posting by June 30.

## Fiscal Year 2026 Year-End Closing Schedule:

### Procurement and Payroll Deadlines

**Note:** Requisitions listed below do **not** include capital projects.

Due Date	Activity	Responsible Office
March 23, 2026	<b>Requisitions</b> – Purchases over \$100,000 requiring a contract and all software purchases requiring a contract	Procurement
May 1, 2026	<b>Requisitions</b> – Purchases over \$25,000 <u>not on</u> State and/or University contracts	Procurement
June 3, 2026	<b>Requisitions</b> – Purchases on State and University contracts, and purchases under \$25,000 <u>not on</u> State and/or University contracts	Procurement
June 5, 2026	<b>Smart HR Transactions</b> – Adjustments and funding changes	Payroll
June 12, 2026	<b>PO Revisions</b> – Increases to allow payment of unmatched invoices in FY26.	Procurement

## Accounts Payable, Employee Payments, and Pro-Card

Due Date	Activity	Responsible Office
June 19, 2026	<b>Invoices and Payments</b> received by Accounts Payable (including Disbursement Vouchers (DV) and Payment Requests (PREQ), as well as wire transfers); employee travel and reimbursement payments; and clearing of FY26 travel and cash advances.	Accounts Payable
June 23, 2026	<b>CBS Report (Pro-Card)</b> – All Pro-Card transactions with a posting date of June 12 or earlier will be recorded in FY26. The June 12 CBS statement must be submitted by the cardholder and fully approved by all required parties no later than June 23, 2026.	Procurement

### Key Reminders:

- Departments should be proactively **receiving in HuskyBuy** when the goods or services are received.
- Requesters and Fiscal Officers should monitor invoices in **“Hold for Receipt”** status in HuskyBuy to avoid delays.
- Visit [purchasing.procurement.uconn.edu](https://purchasing.procurement.uconn.edu) under News Flash for additional information on the submission of Pro-Card statements.

## Budget and Financial Processing

Due Date	Activity	Responsible Office
June 26, 2026	<b>Budget Adjustments</b> (including Budget Adjustments (BA) and Single Sided Budget Adjustments (SSBA)).  <b>Closeout of Personal Services encumbrances</b>	Office of Budget and Planning
June 26, 2026	<b>Customer Credit Memos</b> – FO and Accounts Receivable approval required before finalization.	Accounts Receivable
June 26, 2026	<b>Financial Processing</b> (including Distributions of Income and Expense (DI), General Ledger Transfers (GLT), Internal Billings (IB), Transfers of Funds (TF), Salary Expense Transfers (ST), and all other entries required to close accounts)	Accounting Office

## Deposits, Revenue, and Deficit Closeout

Due Date	Activity	Responsible Office
June 15, 2026	<b>Customer Invoices (State Agency Billings Only) –</b> Earlier submission is required to support State Transfer Invoice (STI) processing in Core-CT.	Accounts Receivable
June 30, 2026	<b>Customer Invoices (Excluding State Agency Billings) –</b> Revenue is recorded in KFS upon invoice submission.	Accounts Receivable
June 30, 2026	<b>Year-End Deposits –</b> Deposits include cash and checks received by Cash Operations by 1:00 p.m. on June 30. In addition, cash and checks deposited directly with Bank of America (remote deposit service, Brinks, regional, and off campus) that are bank date stamped on or before June 30 will be recorded in KFS as FY26.	Cash Operations
June 30, 2026	Collector Feeds (telecom charges, facilities billings, etc.) and Service Billings (SB).	Accounting Office
June 30, 2026	<b>Deficit Closeout –</b> All operating deficits must be resolved.	Office of Budget and Planning

### Deposit Compliance Reminder:

In accordance with Connecticut State Statute:

- Payments of \$500 or more must be deposited within one business day.
- Payments under \$500 must be deposited **within seven calendar days**.

For any questions regarding depositing compliance, please contact [cashoperations@uconn.edu](mailto:cashoperations@uconn.edu).

### Post Year-End Processing (July 1 – September 30, 2026):

- Review post year-end activity to determine whether FY26 accruals or receivables are required.
- Departments must notify the Accounting Office of any material FY26 transactions identified after June 30.

## Contact Information:

If there are any questions regarding these deadlines/procedures, please contact the applicable areas:

Office	Contacts	Email
Procurement	<p><b>Chris Robinson</b> Director of Procurement</p> <p><b>Lynn Lesniak</b> Director of Capital Projects and Facilities Procurement</p> <p><b>Nancy Patrylak</b> Travel and Payment Card Services Manager</p>	<p><a href="mailto:chris.robinson@uconn.edu">chris.robinson@uconn.edu</a></p> <p><a href="mailto:lynn.lesniak@uconn.edu">lynn.lesniak@uconn.edu</a></p> <p><a href="mailto:nancy.patrylak@uconn.edu">nancy.patrylak@uconn.edu</a></p>
Accounts Payable	<p><b>Daniel Warren</b> Director of Accounts Payable</p> <p><b>Kayla Noren</b> Accounts Payable Manager</p>	<p><a href="mailto:daniel.warren@uconn.edu">daniel.warren@uconn.edu</a></p> <p><a href="mailto:kayla.noren@uconn.edu">kayla.noren@uconn.edu</a></p>
Payroll	<p><b>Ellen Lowe</b> Director of Payroll</p> <p><b>Jessica Dempsey</b> Assistant Director of Payroll</p>	<p><a href="mailto:ellen.lowe@uconn.edu">ellen.lowe@uconn.edu</a></p> <p><a href="mailto:jessica.dempsey@uconn.edu">jessica.dempsey@uconn.edu</a></p>
Office of Budget and Planning	<p><b>Kelly Wihbey</b> Assistant Vice President, Budget and Financial Planning</p>	<p><a href="mailto:kelly.wihbey@uconn.edu">kelly.wihbey@uconn.edu</a></p>
Accounting Office	<p><b>Lori-Anne Hansen</b> Associate Controller and Director of Accounting</p>	<p><a href="mailto:lori-anne.hansen@uconn.edu">lori-anne.hansen@uconn.edu</a></p>
Bursar	<p><b>Alyse Lofman-Kwapien</b> Director of Cash Management and University Bursar</p>	<p><a href="mailto:alyse.l.kwapien@uconn.edu">alyse.l.kwapien@uconn.edu</a></p>
Sponsored Program Services	<p><b>Jen Przybyszewski</b> Director, Award Management and Post-Award Services</p>	<p><a href="mailto:jennifer.przybyszewski@uconn.edu">jennifer.przybyszewski@uconn.edu</a></p>