

FY26 Fiscal Year End Important Dates

May 15, 2026	Facility Services Work Orders
June 1, 2026	Cash-all funds must have a positive cash balance
June 1, 2026	Technology Equipment Purchases
June 1, 2026	Cutoff date for all FY26 purchases including orders to be invoiced and p-card purchases
June 12, 2026	Cutoff date for print shop charges for FY26
June 12, 2026	Cutoff date for copy room charges for FY26
June 22, 2026, 5:00 PM	All credit card purchases must be routed through Chrome River
June 30, 2026, 11:00 AM	Cutoff date for cash deposits and receipts
July 1, 2026	New fiscal year begins and FY27 will default in Banner forms
July 1 – July 22, 2026	FYE 26 closing period July 1 to July 22
July 7, 2026, NOON	FY26 travel reimbursements due in Business Services
July 7, 2026, NOON	FY26 BPAs due in Business Services
July 7, 2026	FY26 Expenditure Correction Requests and Labor Redistribution Forms due in Financial Services & Payroll
July 16, 2026	Final FY26 payroll posted in Banner
July 24, 2026	FY26 closed – final reports can be run

More information can be found at <http://www.msubillings.edu/financialservices/FYE.htm>

Please contact Financial Services at 657-1682 or financialservices@msubillings.edu if you have any questions or need additional information.