



**Office of the Vice President of
Finance and Administration**
11000 University Parkway
Pensacola, FL 32514

MEMORANDUM

February 3, 2025

TO: All University Departments

FROM: Betsy Bowers
Vice President

SUBJECT: Fiscal Year-End Timetables Deadlines 2024-25

DocuSigned by:
Betsy Bowers
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As in previous years, this memorandum will serve the purpose of notifying the campus community about fiscal year-end deadlines. All of the University's funding sources are included. Due to the nature of Sponsored Research activity, exceptions will be made to established deadlines as necessary.

All requests must be submitted by the close of business (unless otherwise indicated) on the various dates listed below.

Facilities Planning & Construction – Friday, February 21, 2025:

Requests for projects to be completed during the summer must have the Project Request Form fully executed. The project request form can be accessed via the "Facilities Project Request Form" tile on MyUWF.

Telecommunications - Friday, June 13, 2025:

Departmental charges for telephone services will be closed out.

Copy Services - Friday, June 13, 2025:

Charges for copy machines will be closed out.

Postal Services - Friday, June 13, 2025:

Departmental charges for postage will be closed out.

Facilities Maintenance - Friday, June 20, 2025:

Departmental charges for work orders will be closed out.

Procurement & Contracts:

Purchase Requisitions – Friday, April 25, 2025 (see exception):

Submission of **non-bid** General Revenue (110000) and Carry Forward (110001) purchase requisitions with appropriate funding along with your [Contract \(KREQ\) Review request](#) by Friday, April 25, 2025, will allow Procurement to encumber these requisitions in the current fiscal year budget. All proper backup documentation **must** accompany requisition(s). **Exception: If Procurement and/or the General Counsel's Office needs to review any contract or agreement related to a purchase request (requisition or PCard), deadline to submit Contract (KREQ) request is NLT Friday, April 25, 2025 to allow for the entire contract routing process to take place and authorized signatures to be obtained.**

The **recommended** submission dates of **bid** General Revenue (110000) and Carry Forward (110001) purchase requisitions with appropriate funding to ensure encumbrance in the current fiscal year are as follows:*

office 850.474.2210

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Year-End Deadlines 2024-25

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- Requisitions of \$150,000 or more requiring a formal proposal (RFP or an ITN) (solicitation process can take a minimum of 60-120 days) - **Friday, February 14, 2025**
- Requisitions of \$150,000 or more requiring a formal bid (ITB) (solicitation process can take a minimum of 60-90 days) - **Friday, February 21, 2025**
- Sole Sources of \$150,000 or more require 72 hours of posting before a contract, Purchase Order, or PCard expenditure can take place – **Friday, April 25, 2025**

*These dates have been established based on historical experience and contain enough cushion to allow for the resolution of unanticipated problems, which may arise in these processes. These dates should serve as guidelines only. Bid requisitions received beyond these dates **may** result in encumbrance before the end of the current fiscal year, particularly if funding is already established for the goods and/or services and solicitation posting dates allow for award in the current fiscal year.

Foundation Office:

Monday, June 16, 2025:

- Journal entries must be submitted to the Foundation.

Controller's Office:

Tuesday, June 17, 2025:

- Petty Cash reimbursements must be submitted to Controller's Office.
- Direct Pay Requests must be submitted to Controller's Office.
- Requests for payment against Purchase Orders must be submitted to Controller's Office.
- Last day to process payroll history transfers for current year E&G funds.
- All receipt corrections and requests for revenue refunds must be received in Student Accounts and Cashiers.
- Invoices for external vendors generated via the UWF Invoicing System and changes to outstanding invoices must be received in Student Accounts and Cashiers.
- All accounts receivable entries entered by departments should be completed.

Friday, June 20, 2025:

- Journal entries must be submitted to the Controller's Office.

Friday, June 20, 2025:

- Travel Expense reports need to be approved by all approval levels in the approval flow and submitted to AP, without errors, by 5:00 pm on Friday, June 20th to ensure review and approval by the Travel department. All Travel Expense reports fully approved by the Processor (Travel department) by 5:00 pm on Friday, June 27th will be posted in this year's budget. Any reports that are fully approved by the Processor after the 27th deadline will be posted against the new year budget.

Thursday, June 26, 2025:

- Last scheduled day to process accounts payable checks.

Friday, June 27, 2025:

- PCard Expense Reports *approved by all required approvers* in Concur as of June 27th "End of Business" (EOB), 5:00 PM (CT) will be charged to current fiscal year budget. PCard Expense Reports approved by all required approvers after June 27th will be charged to the FY25-26 budget.

Budget Office - 1:00 p.m., Monday, June 30, 2025:

All budget transfers for all funding sources except the Sponsored Research Trust (SRT) funds must be received.

Your cooperation in complying with these deadlines will assist in ensuring a successful year-end close and will be greatly appreciated.

cc: President Saunders
Vice Presidents
Deans