

Business Services

Key Fiscal Year 25 Cut Off Dates



PURCHASING

Friday, June 6th – last day to enter a requisition for fiscal year 2025 (FY25) with appropriate documentation to allow conversion to PO.

Monday, June 30th - last day for goods and services to be received to allow for charging against FY25 Budget lines.

NOTE: Open FY25 purchase orders do NOT carry forward into FY26 unless they relate to Capital Projects or Grants. Units should notify Purchasing to close any purchase orders not needed immediately.

Key Contact - Please contact Heather Gallagher, Director of Procurement with any questions relating to Purchasing (hgallag2@ramapo.edu).

PROCUREMENT CARD

Monday, June 23rd – this is the last day for using your P-card for transactions to be posted against FY25 Budget lines.

Thursday, July 3rd – all WORKS activity must be allocated by this date. Any unallocated charges will be booked to your default FOAP. No Reclasses.

NOTE: Goods and services not received prior to Monday, June 30, 2025 WILL NOT be charged to FY25, but rather will come out of your FY26 Budget. Proof of delivery must be indicated and attached to all Works transactions.

Key Contact - Please contact Andrea Sappleton, Assistant Director Purchasing with any questions relating to P-Cards (asapplet@ramapo.edu).

ACCOUNTS PAYABLE

Monday June 30th – last day for goods and services to be received to allow for charging against FY25 Budget lines. To close open travel encumbrances the Unit should notify Accounts Payable.

Tuesday, July 1st – Monday, July 14th – All Units need to be actively working with your vendors to have invoices sent to them for goods and services that were received by June 30th.

Tuesday, July 15th – last day for invoices pertaining to FY25 goods and services that were received by June 30th to be sent **ELECTRONICALLY** to Accounts Payable for charging against FY25 Budget lines.

Key Contact - Please contact Odailin Dume, A/P Accounting Associate with any questions relating to Accounts Payable (accountspayable@ramapo.edu).

FISCAL YEAR 2026

Tuesday, July 1st – the Banner Finance system will open for processing FY26 activity.

Key Contact - Please contact Glenn Hodgins, Assistant Controller with any questions related to general accounting (ghodgins@ramapo.edu).