



TO: Members of the University Community  
 FROM: Rosie Henderson, AVP Finance, Controller and Interim Treasurer  
 SUBJECT: Fiscal Year 2025 (“FY2025”) Key Dates for Year-End Close  
 DATE: March 24, 2025

The University’s current fiscal year will end on April 30, 2025. The year-end financial close process is a collaborative effort that relies on the participation of the entire University community. We appreciate your time and dedication in ensuring a smooth and successful close. The table below highlights key dates that require your attention to support this process. Adhering to these deadlines helps maintain financial integrity, fulfill regulatory obligations, and prepare for the upcoming fiscal year. Detailed guidance on these critical actions can be found at <https://controller.catholic.edu/index.html>. Thank you for your attention and commitment to these important deadlines.

DATE	CRITICAL ACTION
March 31	General (fund 11, 12), auxiliary (fund 15), Capital Campaign (fund 16), Annual Fund (20,) Fellowships (fund 29), term endowments (fund 55), and designated funds (funds 18/19/59) operating budgets due to Budget Office
April 1	First-day FY2026 requisitions may be submitted
April 11	Last day to submit an approved and valid Purchase Requisition for guaranteed processing in FY2025
April 15	Processing of scholarships for 2024-2025 academic ends by the Office of Student Financial Assistance
April 22	Notice of pre-payments for goods and services greater than \$10,000 (i.e., funds paid in FY2025 for services or goods to be received in FY2026) should be forwarded to General Accounting.
April 28	Bi-weekly timesheets through pay period ending April 26, 2025 due to Payroll Last day to submit FY2025 wire requests for approved vendors to Treasury and Accounts Payable
April 30	Last business day of the Fiscal Year 2025 (“FY2025”) Cash receipts must be deposited to the Deposit Dropbox by 12:00pm
May 1	First business day of Fiscal Year 2026 All general, auxiliary, designated, and endowment payout budgets that were submitted to the Budget Office by the deadline and reconciled to targets will be available for use Unspent annual fund (fund 20) revenue from April 2025 will be available for spend in FY2026 Goods and services requisitioned using FY2026 funds may be received
May 5	Goods and services received or completed in FY2025 must be received in Cardinal Financials Invoices for FY2025 goods and services due to Accounts Payable Request for reimbursement for expenses incurred before April 30 due to Accounts Payable One Card submissions, approvals, and reclassifications must be complete
May 6	Eligible FY2025 purchase orders rolled over to FY2026; ineligible FY2025 purchase orders closed Information on unpaid expenses without invoices due to General Accounting Last day to submit FY2025 cost transfer requests to General Accounting and Sponsored Accounting
May 24	Corrections to April 26, 2025, bi-weekly timesheet due to Payroll

**Key Contacts by Area**

Area	Name of Contact	Phone	Email
Budget: <ul style="list-style-type: none"> <li>• General University Policy, Instructions, and Guidelines</li> <li>• Provost and Academic Departments (excluding Student Life) and Law School</li> <li>• Student Life (including Athletics), Enrollment Management, University Advancement, and President's Office (includes General Counsel and Office of Compliance, University Relations and Public Affairs)</li> <li>• Finance, Facilities, Human Resources, Technology Services, and Campus Services/Auxiliaries and Capital Projects</li> </ul>	Rita Kovach	x6300	<a href="mailto:kovachr@cu.edu">kovachr@cu.edu</a>
	Joseph Miranda	x5187	<a href="mailto:miranda@cu.edu">miranda@cu.edu</a>
	Paula Blackwell	x6283	<a href="mailto:blackwell@cu.edu">blackwell@cu.edu</a>
	Allyson Handley	x6108	<a href="mailto:handley@cu.edu">handley@cu.edu</a>
Deposits	Renell Lewis	x6445	<a href="mailto:cu-treasury@cu.edu">cu-treasury@cu.edu</a>
Enrollment Services	Kevin Woods	x5300	<a href="mailto:woods@cu.edu">woods@cu.edu</a>
General Accounting <ul style="list-style-type: none"> <li>• Prepayments, Non-Grant Transfers, Card Reclassifications, and Unpaid Items</li> <li>• Revenue and Deposits Received, and Other</li> </ul>	Lizy Kannarkat	x5013	<a href="mailto:kannarkat@cu.edu">kannarkat@cu.edu</a> <a href="mailto:cu-genaccounting@cu.edu">cu-genaccounting@cu.edu</a>
Payroll Office	Jerome Williams	X5534	<a href="mailto:cu-payroll@cu.edu">cu-payroll@cu.edu</a> <a href="mailto:williajm@cu.edu">williajm@cu.edu</a>
Procurement and Payment Services: <ul style="list-style-type: none"> <li>• Accounts Payable</li> <li>• Procurement</li> <li>• Card Programs (Corporate/ Procurement) and Training</li> </ul>	Lisa David	x5854	<a href="mailto:cu-accountspayable@cu.edu">cu-accountspayable@cu.edu</a>
	Chulsey Hill	x5546	<a href="mailto:askprocurement@cu.edu">askprocurement@cu.edu</a>
	Sandra Alergria	x6098	<a href="mailto:askprocurement@cu.edu">askprocurement@cu.edu</a>
	Bob McHale	x5354	
Sponsored Accounting (Grants)	Paul Harrison	x6402	<a href="mailto:harrisop@cu.edu">harrisop@cu.edu</a> <a href="mailto:osa@cu.edu">osa@cu.edu</a>
Student Financial Assistance	Mindy Schaffer	x6369	<a href="mailto:schafferm@cu.edu">schafferm@cu.edu</a>