

We need your help to close the university’s accounting and financial records for the fiscal year ending April 30, 2025. Please take time to review the important information outlined in the chart below to provide additional context to the Fiscal Year 2025 (“FY2025”) Close memo dated March 24, 2025. Policies and processes continually evolve, and any changes have been incorporated into this memo. This chart contains detailed guidance, critical dates, and contact information for each financial transaction type. We encourage you to read the memo in detail and act early.

Financial Item	Key Dates	Other Important Information	Resources
Budgets – General (Fund 11, 12) Auxiliary (Fund 15) Capital Campaign (Fund 16) Designated Funds (Funds 18, 19, 59) Annual Fund (Fund 20) Private Fellowships (Fund 29) Endowment (Fund 31, 42, 48, 51, 55)	March 31 May 1 May 31	<p>All general, auxiliary, and designated fund operating budgets are due from divisional Vice Presidents to the University Budget Office (UBO) by March 31. Any further delay jeopardizes the ability to upload and post budgets in the system by the May 1 target and will delay the ability to spend for the upcoming new fiscal year.</p> <p>As per standard policy, unspent Annual Fund (fund 20) revenue from FY2025 received after April 1 will be available for spend in FY2026. Budget for this spend will be loaded at the start of the new fiscal year, along with any previously agreed upon forward funding. Annual Fund (fund 20) expense budgets for additional revenue received during FY2026 should be submitted after actual revenues are received. No original budgets related to these funds will be accepted by UBO prior to May 1.</p> <p>Endowment payouts will automatically be loaded as the budget caps for funds 31, 42, 48, 51, and 55, less any cash deficits incurred in prior fiscal years. Please wait until you see that the budget is available to spend from a designated org. Do not spend from an operating fund and then request a transfer. Final carry-forward balances will be updated after the system fiscal year close (approximately May 31).</p> <p>Encumbrances for telephone, copier service, and postage will be posted to the FY2026 departmental org based on FY2025 usage. The encumbrance will be reduced on a monthly basis.</p>	<p>Primary Contact - Please refer to Budget Contacts by division, which appears in the table towards the end of this supplement</p> <p>Online Resources Next Fiscal Year - Financial Planning CUA</p>
Deposits	April 30, 12:00 p.m.	<p>All cash receipts must be deposited into the Deposit Dropbox by noon on April 30 to be included in FY2025.</p> <p>Consistent with University policy, no cash or checks should be held in campus offices.</p>	<p>Primary Contact - Lewis@cua.edu x6445</p> <p>Online Resources Forms (Deposit Form)</p>
Grants, Contracts, and Awards (Fund 26, 27, 28, 60)	May 6	<p>Any cost transfer requests or other requests affecting grants and contracts must be submitted to osa@cua.edu by May 6, or departmental funds may be charged. Cost transfer requests must follow appropriate federal, sponsor, and University policy.</p> <p>See other relevant sections, such as Invoices – Vendor Payments and Reimbursements (Travel and Other), for general campus deadlines.</p>	<p>Primary Contact - Paul Harrison x6402</p> <p>Online Resources Sponsored Accounting Resources</p>

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Invoices – Vendor Payments	May 5	<p>Invoices for payments to vendors for goods and services received during FY2025 are due to Accounts Payable by Monday, May 5 (Remember to process the “receipt of goods” in Cardinal Financials to speed up payment processing.) Please email invoices to cua-accounts payable@cua.edu. Physical copies of invoices will not be accepted.</p> <p>Don’t have an invoice? See the Unpaid Items section below.</p> <p>(Please note that payment of FY2025 items is prioritized during this period and therefore, payments for FY2026 items may take longer than usual to process.)</p>	<p>Primary Contact: Lisa David x5854</p> <p>Online Resources Buying and Paying CUA</p>
Bi-Weekly Timesheets	<p>April 28</p> <p>May 24</p>	<p>Bi-weekly time entry through the pay period ending April 26, 2025, is due to Payroll on April 28, 2025.</p> <p>Any corrections to the April Bi-Weekly Timesheets must be made and reported to Payroll by May 24, 2025.</p>	<p>Primary Contact: cua-payroll@cua.edu x5512</p> <p>Online Resources Payroll</p>
Pre-Paying for Goods and Services	April 22	<p>Payments for goods or services greater than \$10,000 that will be made on or before April 30, for expenses that will be incurred <u>after</u> April 30 (e.g., a deposit for an event in October 2025), a copy of the invoice should be forwarded to cua-genaccounting@cua.edu for recording pre-payment.</p> <p>If payment is made prior to April 30, 2025, your FY2025 budget will be charged. (General Accounting records entries behind the scenes that will <u>not</u> affect your org to record the charge in the proper fiscal year for the University.)</p>	<p>Primary Contact: Lizy Kannarkat X5013</p>
Procurement and One Card Transactions	May 5	<p>Make sure all reclassifications, receipt attachments, and approvals are made in the PaymentNet system by May 5.</p> <p>As a cardholder, reclassify the charge, attach the receipt, and check the “Review” box to send the transaction to the approver. If the “Review” box is not checked, the transaction will remain in the new transaction stage. Changes made in the PaymentNet system after May 5th will not be reflected as PaymentNet reclassifications cannot be made on charges already extracted into Cardinal Financials. Any card transactions not allocated by May 5 must be processed via a cost transfer. (See the “Grants, Contracts, and Awards” and “Transfer Requests” sections.)</p>	<p>Primary Contacts: University Card - askprocurement@cua.edu</p> <p>Online Resources: One Card Forms and Documents</p>

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Purchase Requisitions - Non-Capital	<p>April 11</p> <p>May 5</p> <p>May 6</p>	<p>Using FY2025 funds - Requisitions approved and valid with a fully executed contract, if applicable, are due to Procurement by Friday, April 11, if the department expects to receive goods or services by April 30.</p> <p>For all types of procurements, the fiscal year charged is determined by the <u>date any goods or services are delivered and received at the University, not the date of Requisition, Purchase Order, or Invoice.</u></p> <p>FY2025 Purchase Orders close - All goods and services received or completed by April 30 must be received in Cardinal Financials by Monday, May 5. For goods, documentation such as a packing slip or a bill of lading should be attached to Cardinal Financials as proof of receipt. The closure of FY2025 non-eligible Purchase orders will begin on Tuesday, May 6th.</p> <p>Rollover Purchase Order – Active Capital and Grant-sponsored purchase orders are eligible for rollover to FY2026. Rollover will occur starting on Tuesday, May 6. Please review your fiscal year-end “Procurement Docs Report” for purchase orders that should be closed. Please send an e-mail to askprocurement@cua.edu to request closure. Only eligible purchase orders will be rolled over to FY2026.</p> <p>Using FY2026 funds - Requisitions using FY2026 may be entered starting April 1; however, the requisitions will only be processed when your approved FY2026 departmental budget has been posted in Cardinal Financials (refer to “Budget” section above). Goods and services requisitioned using FY2026 funds may be received by entering an accounting and budget date of May 1, 2025, or later. Please ensure the accounting and budget dates are correct for the new fiscal year.</p>	<p>Primary Contact: askprocurement@cua.edu</p> <p>Online Resources: The Procure-to-Pay Workflow CUA Procurement and Payment FAQs</p> <p>Procurement Information Bulletin</p>
Purchase Requisitions - Capital Items	April 30	<p>Goods and Equipment Purchase - Please allow sufficient time for an order to a vendor and for the goods or services to be fulfilled (in full) by April 30. If you are planning to purchase goods or equipment, please be mindful that the lead time may vary. For example, the delivery of specialized furniture may take up to 4-8 weeks. If the good or service is not delivered by April 30, the purchase will be charged to FY2025. Do not receive a PO unless the good or service is in your department's possession. In receiving goods, documentation such as a packing slip or a bill of lading should be attached in Cardinal Financials as proof of receipt. Budget does not automatically carry over from one fiscal year to the next. Please see the section immediately above for information on capital PO rollovers.</p> <p>With the above in mind, please review the following checklist in regards to your capital equipment purchases:</p> <ol style="list-style-type: none"> 1. Is the equipment guaranteed to be delivered by April 30? If so, refer to #2. If not, refer to #3. 2. Please verify current fiscal year cash availability with your division or department budgeting representative, and Capital Plan budget availability with either the Academic Budget Office, if appropriate, or the University Budget Office. 3. Please verify cash availability in the upcoming fiscal year. Not all cash or unspent revenue carries forward into the new fiscal year. 	<p>Primary Contact: Allyson Handley x6108</p> <p>askprocurement@cua.edu</p> <p>Online Resources: The Procure-to-Pay Workflow CUA</p>

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Revenues and Deposits Received	April 30	<p>A program/event held on or before April 30, 2025, should be recorded as revenue and money due to the University, even if the payment has not yet been received.</p> <p>Alternatively, a payment received before April 30 for a program/event to be held after May 1 should be recorded as cash received in advance of the program/event, not revenue. If you think either of these situations applies to you, please contact Lizy Kannarkat for more information.</p>	<p>Primary Contact: Lizy Kannarkat x5013</p> <p>Xiaoxue Ding x5135</p>
Reimbursement (Travel and Others)	May 5	<p>Completed and approved Payment Request Forms for Expense Reimbursements or other approved requests with supporting documentation for activities incurring prior to April 30, 2024, are due to Accounts Payable (cua-accountspayable@cua.edu) by Monday, May 5.</p> <p>Any expense reimbursements (travel and others) for Fiscal Year 2025 received after the fiscal year is closed will not be processed.</p>	<p>Primary Contact: Lisa David x5854</p> <p>Online Resources University Travel Page</p>
Scholarship Postings	April 15	<p>Please check your award reports to confirm that Fall 2024 and Spring 2025 awards have all been disbursed for your area. If not, submit them immediately. The Office of Student Financial Assistance must process all scholarships for those terms by April 15.</p>	<p>Primary Contact: Mindy Schaffer x6369</p>
Transfer Requests (excluding sponsored funds)	May 6	<p>Please send any transfers or other year-end adjustments to cua-genaccounting@cua.edu by May 6. It is very important that you notify General Accounting for needed adjustments, even if you are waiting for documentation, to ensure that financial reporting numbers are accurate at the end of the fiscal year.</p>	<p>Primary Contact: Lizy Kannarkat x5013</p> <p>Online Resources: Forms</p>
Travel Advances	May 5	<p>Anyone who receives a travel advance for travel before April 30 must submit a Travel Expense Report by Monday, May 5. Please email documentation to cua-accountspayable@cua.edu.</p> <p>Travel advances must be cleared within 15 days of the return from the trip. However, trips concluding by April 30th must be submitted by May 5th. Under the terms of the Travel Advance Agreement, failure to clear outstanding past due travel advances will result in payroll deduction of the outstanding amount from the employee's paycheck.</p>	<p>Primary Contact: Lisa David x5854</p>
Tuition/Fee Revenue Charges	Immediate	<p>Spring 2025 (and prior) semester charges are past due for posting. Departments that post their own charges must do so immediately. Others should submit them immediately to Kevin Woods.</p>	<p>Primary Contact: Kevin Woods x5300</p>

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Unpaid Items Related to Fiscal Year 2025 Expenses	May 6	<p>If you have received goods or a service before April 30, but have <u>not</u> received an invoice by the Accounts Payable deadline of Monday, May 5, or the P-Card charge does not appear on your April JPM statement, please send the following information to cua-genaccounting@cua.edu (or osa@cua.edu for Grants/Contracts) by Tuesday, May 6:</p> <ul style="list-style-type: none"> • Vendor Name • Amount • Complete accounting chartfield • Basic description of goods or services • Date the goods or services were received • For goods delivered, a copy of the packing slip must also be submitted. <p>General Accounting will charge the expense to the department's org in FY2025 via an "accrual"¹ while we wait for the invoice.</p>	<p>Primary Contact: Lizy Kannarkat x5013</p> <p>Grants/Contracts: Paul Harrison X6402</p>
Wires	April 28	<p>For processing within FY2025, wire requests must be submitted to Treasury Operations by 5:00 p.m. on Monday, April 28. Please email wire requests to cua-treasury@cua.edu and cua-accountspayable@cua.edu.</p>	<p>Primary Contact: Renell Lewis x6445</p> <p>Online Resources: Forms (International Wire Transfer Request Form)</p>

¹ An accrual is an accounting entry. The expense will be recorded to your org as of April 30 and reversed as of May 1, 2026. Therefore, when the payment for that item is made in May or later, your org for FY2026 will not be charged. The payment offsets against the reversal entry made on May 1.

Key Contacts by Area

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