



We should have a Party! I'll bring the bird seed.

- FY25 starts today
- New Requisition Workflow begins today too

Procuring Catholic's Promise, together.

Happy New Fiscal Year!

It is the first day of the new Fiscal Year 2025 (FY25).
NO more Requisitions for FY24 will be processed.



very **IMPORTANT**

IF you have received a recent PO for FY24

- **AND** attached a **Supplier Invoice** to the original Requisition
- **OR** you are have the **Supplier Invoice** for the PO

YOU MUST IMMEDIATELY....

1. Email the **Supplier Invoice** as an attachment to CUA-AccountsPayable@cua.edu referencing the PO number
2. Receive the PO in Cardinal Financials

Failure to submit a **Supplier Invoice** and receive the PO in Cardinal Financials may result in payment not being made using FY24 budgeted funds. *ALWAYS send Supplier Invoices to Accounts Payable.*

Remember... starting today, **ALL** Requisitions

entered in CF will now have the New Approval Workflow



Maintain Requisitions			
Requisition		"Submit for Approval" icon	
Business Unit	CUA	Procurement Policy	Status Open
Requisition ID	0000065942	Budget Status	<input checked="" type="checkbox"/> <input type="checkbox"/>
Requisition Name	0000065942		<input type="checkbox"/> Hold From Further Processing

