

College of Pharmacy

FY26 Year-end dates

| Category | Details | College Dates | UGA Dates |
|-----------------------|---|--------------------|-------------|
| Purchasing | CESS deadline for anything over \$500,000 | 9-Mar-2026 | 13-Mar-2026 |
| FMD-Work Orders | All work orders will be reviewed to see if work can be completed and bill by June 30th. | 13-Mar-2026 | 13-Mar-2026 |
| Carry Forward Request | Initial request due to Business Office | 13-Mar-2026 | |
| Purchasing | Purchases greater than \$250,000 and Requests for Proposal or sole source justification required. | 23-Mar-2026 | 1-Apr-2026 |
| Budget Journals | Budget Journals to reflect the total projected budgets for the fiscal year | 25-Mar-2026 | 31-Mar-2026 |
| Budget Journals | Departmental Sales and Services budgets due | 25-Mar-2026 | 31-Mar-2026 |
| Accounts Receivable | Request to reserve or write off uncollectible accounts submitted to Accounts Receivable | 25-Mar-2026 | 31-Mar-2026 |
| Purchasing | IT-CESS Project \$0-\$500,000 <u>not</u> on contract | 6-Apr-2026 | 10-Apr-2026 |
| Purchasing | IT-CESS Project \$0-\$500,000 <u>on</u> contract | 20-Apr-2026 | 24-Apr-2026 |
| Purchasing | Any purchase requiring formal bidding or sole source for \$25,000 or higher | 20-Apr-2026 | 24-Apr-2026 |
| Payroll | Overpayment request due by noon | 3-Jun-2026 | 3-Jun-2026 |
| Purchasing | Purchases NOT requiring bidding or sole source for \$24,999 or less | 5-Jun-2026 | 10-Jun-2026 |
| Purchasing | Any commodity/service on contract regardless of dollar amount | 5-Jun-2026 | 10-Jun-2026 |
| UGA-F check requests | Date may change based on details from UGA-Foundation | 15-Jun-2026 | 19-Jun-2026 |
| FMD Car Rental | Car rentals must be returned to Auto Center in order to be charged to FY26 | 17-Jun-2026 | 17-Jun-2026 |

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|--------------------------------------|---|----------------------|------------------|
| Department Sales and Services | Request for accounts receivable or deferred revenue | 19-Jun-2026 | 19-Jun-2026 |
| Procurement | UGAmart Catalog Purchases. Catalog purchases only using punchout catalogs available in UGAmart | 19-Jun-2026 | 25-Jun-2026 |
| Payment Request/Expense Statements | All request due before close of business | 22-Jun-2026 | 26-Jun-2026 |
| Journal Vouchers/Expense Adjustments | Any adjustment needed for FY 26 | 22-Jun-2026 | 25-Jun-2026 |
| Budget Transfers | Budget transfers after noon on June 24, 2026 will not reflect in UGA Financials | 24-Jun-2026 | 24-Jun-2026 |
| Travel | Travel agency deadline to submit invoice to Travel & Enc for travel authorities with direct charged airfare | 26-Jun-2026 | 26-Jun-2026 |
| Printing | Deadline to accept request for printing and design services. Will be charged to FY26 budget if the job can be completed by June 26, 2026. | 26-Jun-2026 | 26-Jun-2026 |
| PCard | PCard transactions transmitted by the vendor to the bank by June 27, 2026 will be posted in FY26 | 27-Jun-2026 | 27-Jun-2026 |
| Cash/Check Receipts | All funds received by 3pm | 30-Jun-2026 | 30-Jun-2026 |
| Credit Card Receipts | Any credit card sales that occur through June 29th and any web departmental deposits before NOON on June 30, 2026 | 30-Jun-2026 | 30-Jun-2026 |
| Mail/Postage | Postage fees will be charged to the FY26 budget for all mail received by the end of the working day on June 30, 2026. | 30-Jun-2026 | 30-Jun-2026 |
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