

The Deadline for FY 26 Purchases is **Friday, May 8th 2026**

The end of another fiscal year is quickly approaching on June 30th. As we have done in prior years to ease the transition to the next year (July 1), the cut-off for all purchases will be Friday, May 8. This will allow for adequate time for companies to invoice the College and for Accounts Payable to process payments from the 2026 budget.

Purchase orders received after the cut-off date will either be returned to you or held until early July for processing when the 2027 budgets are available.

Please note the following:

- 1. Anything that normally gets paid by Tracy Zigner is not affected by this cut off deadline.** This does not apply to reimbursements, stipends, and other non-purchasing activity submitted to Accounts Payable. You can continue to submit check requests to Tracy Zigner throughout the semester and summer, following the Accounts Payable schedule.
2. If you work for B&G, this cut-off date also does not apply to you. Please continue working with Russ Turley.
- 3. All purchases made from this point onward should be for the sole purpose of finishing this fiscal year only, not geared towards fall expenditures. Every effort should be made to limit unnecessary purchasing.** Budgets are not intended to be zeroed out completely. This will have no bearing on what your next fiscal year budget will be.
4. Any purchases for summer programs should be clearly marked “summer program.” They are exempt from this purchasing deadline.
5. Any equipment order placed from now until May 8th that is over \$5,000.00 must include justification. The equipment must be for use in this fiscal year only. If it is for the fall semester, it cannot be purchased with funds from FY26.
6. Invoices must be received by **July 17th** in order to be paid in the current fiscal year. If the invoice will not be received by then, the purchase must be held until the new budgets open.
7. This cutoff applies to all purchases, including **start-ups** and orders to **American Printing** and **Amazon**.

We will be contacting some of you personally (in addition to calling vendors) to discuss the status of open purchase orders. Please send any invoices for purchase orders that you receive to the Purchasing Office as soon as possible.

Please contact us with any questions you have, and thank you in advance for your understanding and cooperation.