



MEMORANDUM

To: College Fiscal Officers

From: Laurie Sabin, Assistant Controller

Subject: FY2025 Year-End Closing Guidelines

Date: April 1, 2025

To comply with generally accepted accounting principles and provide for an efficient year-end closing on June 30, 2025, the University Administration has approved the following guidelines:

I. Purchasing and AP

FY2025 Year-End dates are as follows:

5/2/2025	Competitive Bid Deadline
6/13/2025	New Vendor Set-up
6/13/2025	Purchase Requisitions for FY2025
6/13/2025	PO Change Orders, Payment Requests & Travel Expense Requests

All Requests must be in Purchasing by 5pm on the cut-off date.

Reminders:

- 1) Service/Maintenance agreements should not cross fiscal periods.
- 2) Memberships and Contract Renewals effective July 1, 2025 or after will be paid in FY2026.

II. Departmental Service Transfers

All inter-departmental service billings (printing, photocopying, central stores, postage, physical plant, etc.) must be received in the Controller's email (controller@csuohio.edu) by 5:00 p.m. on July 7, 2025.

III. Payroll to be included in FY2024

Twelve-month contract salaries and classified wages earned through fiscal year-end, June 30, 2025. The bi-weekly pay period of 6/15/2025 – 6/28/2025 which will be paid on 7/11/2025 will be posted in FY2025.

IV. Physical Plant Service Requests

Physical Plant must receive all billable service requests for FY2025 by 5:00p.m. on June 10, 2025. Exceptions will be made only in the case of a true emergency. All billable service requests received after that date will either be entered as FY2025 charges or be canceled at the discretion of the requesting department.