Planning for Fiscal Year End: Critical Deadlines – Act Now to Avoid Delays [1]

January 14, 2026 by Staff [2]

As we begin the spring semester, it is important to plan for Fiscal Year End on June 30, 2026. We see a surge in procurement and contract requests toward the end of the fiscal year, which can delay processing if deadlines are missed.

To help avoid year?end delays, please adhere to the following deadlines. Missing these dates may result in approvals after July 1, 2026, affecting your department's operations.

Key Deadlines: Submit on Time to Ensure Processing

- **February 1st** – Request for Proposals ($500,000 and more)
- **March 1st** – Documented Quotes ($250,001 - $499,999)
- **May 1st** – Non-Catalog Requisitions
- **May 15th** – Change Orders
  - Change orders requiring monetary increases or contract amendments must be submitted by this date.
  - Change orders for simple date extensions (to pay a final invoice) can still be processed close to Fiscal Year End deadlines, but timely submission is recommended.
- **May 15th** – Small Dollar Contract Requests

Why These Deadlines Matter

 Each year, we receive last-minute requests under the assumption of guaranteed processing. Such urgency places significant strain on our team and increases the risk of errors, delays, and compliance issues. Sticking to the deadlines helps us serve everyone more efficiently.

If you have any questions or require assistance in planning your submissions, please reach out. We appreciate your cooperation in ensuring a smooth Fiscal Year End.

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