

Greetings Colleagues,

As we approach the end of Fiscal Year 2024–2025 on June 30, 2025, the Business & Financial Services Accounting Office has released the campus-wide [FY2025 Fiscal Closing Dates](#) to support timely and accurate year-end processing. In alignment with these standards, our team has established internal deadlines to ensure adequate time for thorough review and completion of all transaction requests.

We kindly ask that you submit your requests via Workfront by 5:00 PM on the dates listed below to help ensure expenses are recorded in this fiscal year's ledger:

Service	Internal Deadline (Submit by 5:00 PM)
Mini Grant & Research Funds Transfers	6/20/25
Performance Agreement/EPay Request	5/30/25
Deadline to Submit Invoices to Accounts Payable	5/30/25
Purchase Request – Requisition/Purchase Order	6/6/25
Purchase Request – ProCard	6/16/25
Department Billing/Recharge	6/18/25
Deposit	6/18/25
T&E Reconciliation/Reimbursement Request	6/2/25
Travel Request	6/25/25

We will continue to accept requests after our internal deadlines; however, please note that they may not be processed in time to post in the current fiscal year's ledger. If your request is time-sensitive or must be recorded in FY2024–2025, please clearly indicate this in your Workfront submission, and we will make every effort to process it accordingly.

Thank you for your support and partnership!

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Senior Director

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