

FISCAL YEAR 2025 YEAR-END DEADLINES AND INSTRUCTIONS

In preparation for the 2025 fiscal year end (July 1, 2024 – June 30, 2025), please see the deadlines for concluding financial activity for final close and to comply with State regulations. This schedule takes into consideration all the activities that must be coordinated to reconcile funds for the current year, prepare the annual financial statements, and carry forward restricted balances to the 2026 fiscal year (July 1, 2025 – June 30, 2026).

Revenues/Receivables

- Please submit a list of all revenues earned through June 30 that has not been received. These amounts will be set up as accounts receivable. All receivable information must be submitted by **July 18** on the form, “**Receivables.xlsx**” located on our website at [Receivables Log FY25.xlsx](#) | Office of Financial Services (louisiana.edu).
- If applicable, please inform Angie Smith immediately of the following:
 - Any **credit card transactions that were accepted as a form of payment, were processed on or before June 30, 2025**, and not deposited with Departmental Cashiers prior to July 1, 2025 to ensure those transactions are recorded in the correct period and to the correct accounts.

NOTE: This involves any department that accepts and processes credit card transactions.

- Any **wires that were received on or before June 30, 2025** and not deposited with Departmental Cashiers prior to July 1, 2025 to ensure those transactions are recorded in the correct period and to the correct accounts.

Expenditures/Payables

1. Requisitions

- Requisitions requiring formal bidding (requiring a 21-day advertising period) processed after **May 1, 2025**, must be awarded and the goods/services received by June 30, 2025, otherwise the award will be issued a Purchase Order to be paid in FY26.
- Requisitions funded by the Operating fund (fund 1000) for FY25 must be processed by **May 1**.
- Approvals of requisitions that must be processed prior to June 30, 2025 should be closely monitored with reminder notifications sent to the approvers to process timely.
- If a purchase order will not be issued for FY25 due to the unmet deadline of June 30, the requisition should be recalled and reentered as FY26 transaction with a transaction date of July 1, 2025. View instructions for changing the fiscal year on a requisition.

2. Purchase Orders

- Any invoices (associated with purchase orders) for goods or services received on or before June 30 must be submitted immediately for payment. Please submit these invoices by **July 15**. If you have not yet received an invoice for goods or services applicable to the 2024-2025 fiscal year, please make every effort to contact vendors to send you an invoice by the **July 15** deadline.
- If a vendor cannot provide you with an invoice before the deadline, an accounts payable entry will be recorded. To facilitate this entry, please complete the form, “**Payables.xlsx**” located on our website at [Payables Log FY25.xlsx](#) | Office of Financial Services (louisiana.edu) and submit it by **July 18**.
- Goods and services received after June 30, 2025 will be charged to FY26. All Purchase Order Change Requests submitted to Purchasing to cancel balances of purchase orders funded in FY25 will be processed by June 30, 2025.
- For a pending invoice to be paid after this date, please notify the Office of Purchasing so the amount can be left on the purchase order for payment to be made. To adjust a purchase order balance or change the funding source, please prepare a Purchase Order Change Request (PUR-114) and submit for approval by following the posted electronic submission guidelines on the Purchasing website.

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- Please cancel or alter any purchase orders where the goods or services will not be received by submitting a Purchase Order Change Request found on the Purchasing website.
- Purchase orders for receipt of goods and services should be closely monitored.

3. LaCarte Cards

- Any items/invoices purchased on the LaCarte card and received by June 30, 2025 but not paid by the LaCarte card until after July 5, 2025, an accounts payable entry will be recorded. Please complete the “**Payables.xlsx**” form located on our website at Payables Log FY25.xlsx | Office of Financial Services (louisiana.edu) and submit it by **July 18**.
- Travel, special meals, and invited guest visits must be processed in Chrome River by the 15th of the month following the statement date in which the transactions appear in the cardholder’s eWallet.
- Reimbursement of expenses (out of pocket) must be fully processed in Chrome River by **July 21**.
- Unforeseen Chrome River expenses for travel and special meals that were not preapproved must be fully approved by **July 21**.
- All Chrome River expense reports must be submitted and fully approved in Chrome River for purchases by **July 21**.
- General purchases must be approved and reconciled by the 15th of each month following the statement date in which the transactions appear in the cardholder’s eWallet.
- LaCarte use should be limited to emergency or travel that began prior to July 1 during the period of July 1 through July 5.

NOTE: If Chrome River expense reports are not submitted by July 15, the cardholder’s LaCarte card will be inactivated for noncompliance of LaCarte regulations.

4. Expenses funded by funds other than the Operating Fund

- Pre-approval for travel, special meals and invited guests as well as purchases funded by Restricted funds, Grant funds, and Auxiliary funds will continue to follow normal procedures subject to availability of funds of the requesting department and charged to the fiscal year in which it occurs.

5. Travel and Special Meals

- If there is an encumbrance for a pre-approval in Chrome River prior to June 30 and the expense reports are completed and advance payments are complete reconciled, the balance of the pre-approval will be expired and unspent balance of the pre-approval will be unencumbered.

6. Interdepartmental Charges

- All interdepartmental charge forms applicable to June 2025 (or prior) must be submitted to Financial Services by **July 18**.

NOTE: Purchasing will be sending an Aged Encumbrance report of outstanding requisitions and purchase orders for reviewing. Please view instructions on how to check your encumbrances.

Foundation Warrants

- All foundation warrants that are to be drawn against 2024-2025 fiscal year funds must be completed and emailed to warrants@louisiana.edu by **May 31**. As a reminder, before submitting a foundation warrant to the Office of Financial Services, please ensure the business purpose is indicated on it. If the request is for a LaCarte charge, remember to include a copy of the LaCarte statement in addition to the receipt(s).

Fiscal Year 2026 (FY26) Funding

- Requisitions for goods and services funded with FY26 operating funds (fund 1000) must be entered in Banner with a transaction date of July 1, 2025 or after and can be submitted anytime.
- If the transaction date is entered prior to July 1, 2025, the system will assume that funding is for FY25 and therefore must be received by June 30, 2025.

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- If the requisition is submitted with incorrect transaction dates, it will be necessary to recall the requisition, revise the transaction date to “07/01/25.” Unfortunately, Banner will require the deletion of all items on the requisition and necessitate to re-entry of the items. The requisition will require the full approval process again.

Helpful Reminders from the Office of Purchasing

- Monthly Requirements:
 - Review budget entries
 - Review purchase order balances
 - Review pre-approvals in Chrome River for open encumbrances or partially paid expenses. Complete those transactions so funds can be unencumbered.
 - Monitor invoices that are due and submit receiving reports to accountspayable@louisiana.edu. Goods and services must be received by June 30, 2025 to be paid or accrued with FY25 funds.
- All purchases, regardless of source, must be paid or accrued by fiscal year end if received by June 30, 2025.
- Disseminate this information to all employees having responsibilities related to the year-end closing process.
- Administration and Finance is available to assist with any questions.
- While every effort is made to adhere to the deadlines provided, dates are subject to change.

Contact Information

Purchasing

- Professional Services | Celena Tilbury | celena.tilbury@louisiana.edu
- LaCarte Cards | Josie Mariano | josephine.mariano@louisiana.edu
- General Purchasing, Bids, Renewals, Construction | Roxanne Formeller | roxanne.formeller@louisiana.edu
- Travel | Kassie Clark | Kassie.clark@louisiana.edu
- Special Meals | Tiffany LeBlanc | tiffany.leblanc@louisiana.edu
- General LaCarte Card questions | Michelle Kreamer | michelle.kreamer@louisiana.edu
- Banner, DocuSign, and Functional IT Questions | Kristi Montet | kristi.montet@louisiana.edu
- Exemptions and Exceptions to Purchasing | Marie C. Frank | marie.frank@louisiana.edu
- General purchasing questions | purchasing@louisiana.edu

Finance

- Operating Fund/70000 Funds/242 Generally Restricted Funds | Arlene Hoag | ahoag@louisiana.edu
- Professorship Funds (70000) | Anna Bienvenu | anna.bienvenu@louisiana.edu
- Athletics/Alumni Funds | Lynn LeBlanc | lleblanc@louisiana.edu
- Generally Restricted Funds | Lorena Castro | lorena.castro@louisiana.edu
- Auxiliary Funds | Andrea Guidry | andrea.guidry@louisiana.edu
- Restricted/NIRC/Child Development Funds | Shamada Powell | shamada.powell@louisiana.edu
- Interdepartmental Charges | Amy Batts | amy.batts@louisiana.edu
- Deposits and Credit Cards Processing | Carrie Hebert | carrie.hebert@louisiana.edu
- Foundation Warrants | Angie Smith | angie.smith@louisiana.edu

Administrative Services

- Accounts Payable | Brooke Guidroz | brooke.guidroz@louisiana.edu
- General Accounts Payable questions | accounts.payable@louisiana.edu