

To: Fiscal Managers, Accountants, and WrightBuy users
From: Procurement, Contract, and Auxiliary Services
Date: March 31, 2025

RE: Deadlines for End of Fiscal Year

Procurement and Contract Services will be continuing deadlines for end of FY25 transactions to allow for more efficient and timely processing of all submissions. These changes have improved the coordination of bids, efficiencies for Fiscal Service Managers, and hand-off of functions between Procurement and Accounts Payable (AP). We appreciate your cooperation in reaching our fiscal year-end goals.

- All new **requisitions** or change orders for payment in FY25 (prior to June 30, 2025) must be submitted in WrightBuy no later than June 2nd.
- All new **contracts or agreements** must be submitted to contracts@wright.edu by May 12th to allow for redlining and negotiations with vendors.
- Invoices should be input in the AP Portal by June 23, 2025 for payment by June 25, 2025. Only invoices due will be paid, not all invoices received. After these dates, all invoices must continue to be submitted by the department to AP for entry into Banner. Departments **MUST NOT** hold invoices.
- Requests for Purchase Orders to be closed or disencumbered by end of fiscal year 2025 must be emailed to purchasing@wright.edu no later than June 2nd. It is the department's responsibility to make sure all invoices have been submitted to AP and paid before requesting a PO be disencumbered and closed. All purchase orders should be closed, including standing POs, unless an invoice is expected after June 4th for the current fiscal year.
- *Pre-paid FOAP* is to only be used if the supplier must have payment by July 1 such that access to the service would be shut off. If you need the pre-paid FOAP please discuss with your Fiscal Manager by May 31st. Note, General Accounting must have the departmental FOAP on the requisition to charge back to in the new fiscal year.
- Expense Reports and Pre-Approvals should be fully processed in Emburse (Chrome River) by May 31st, 2025.
- ProCards should not be used – unless an emergency or on approved travel – between June 1 – June 30, 2025.

If you get the submission in by these deadlines we will get it processed, if the deadline is missed we will do our best to process the request by June 30th but we cannot guarantee it.

Emergency situations will be worked through with the requestor on a case-by-case basis. Emergencies are considered to be unforeseeable and outside the control of the University.