

The Office of Fiscal Services strives to provide well-timed customer service to our stakeholders. To complete fiscal service transactions and their respective processes by year-end and to have a successful close of the fiscal year, dates are provided by which the action should be initiated or completed.

Please Note: If your department has internal deadlines earlier than those below, please adhere to your college/department’s fiscal, grant or business manager’s deadlines.

| DATE   | ACTION  |
|--|---|
| 11/15/2024, Friday<br><b>Facilities Services</b> | <ul style="list-style-type: none"> <li>• Construction Requests for small to medium sized projects (less than \$250k) requiring architectural design, engineering, and/or significant renovations, that are targeting encumbrance by the end of this fiscal year regardless of funding source.</li> <li>• Project Planning/Construction Request – Online request forms must be submitted and fully approved by the due date. Based upon the extent of the project, additional committee approvals may be required. Facilities Services (FS) requires advanced planning in order to accommodate all requests.</li> <li>• Please access the online form <a href="#">here</a>.</li> </ul> |
| 12/10/24, Tuesday<br><b>Procurement</b>          | <ul style="list-style-type: none"> <li>• Requests for Proposals (RFPs), <u>including One-Time funded projects</u>. <ul style="list-style-type: none"> <li>○ <i>Please note that the average processing time for RFP scope development to contract award is seven months. For RFPs that cover university-wide services, or are used by multiple departments, additional time is needed. This process can take up to one year.</i></li> </ul> </li> </ul>   |
| 12/13/24, Friday<br><b>Budget</b>                | <ul style="list-style-type: none"> <li>• Last day to submit 2<sup>nd</sup> Quarter Budget Amendments</li> </ul>   |
| 1/17/25, Friday<br><b>Budget</b>                 | <ul style="list-style-type: none"> <li>• Second Quarter Department Reallocation <ul style="list-style-type: none"> <li>○ Reallocation Analysis will begin on January 6<sup>th</sup></li> </ul> </li> </ul>  |
| 2/18/25, Tuesday<br><b>Procurement</b>           | <ul style="list-style-type: none"> <li>• Purchase of \$250,000 or more requiring a formal solicitation, i.e., Request for Quote (RFQ), Sole Source, Consortia, and</li> <li>• <a href="#">Technology Purchases</a> of \$250,000 or more require both <a href="#">UITS</a> and <a href="#">USG/ITS</a> approval.</li> </ul>  |
| 2/25/25, Tuesday<br><b>Fleet and Auto Shop</b>   | <ul style="list-style-type: none"> <li>• Submission deadline for new vehicle requests.</li> </ul>   |
| 3/21/25, Friday<br><b>Budget</b>                 | <ul style="list-style-type: none"> <li>• Last day to submit Permanent Budget Amendments. Please email them to <a href="mailto:budget@kennesaw.edu">budget@kennesaw.edu</a>.</li> </ul>  |

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|--|---|
| 3/21/25, Friday<br><b>Budget</b>                         | <ul style="list-style-type: none"> <li>• Last day to submit 3<sup>rd</sup> Quarter Budget Amendments.</li> </ul>  |
| 3/18/25, Tuesday<br><b>Facilities Services</b>           | <ul style="list-style-type: none"> <li>• Maintenance and Repair projects, i.e., moving, painting, flooring, ceiling tile replacement, where University or Statewide contracts will be used.</li> <li>• New or replacement furniture (where room is not reoriented, and additional electrical, data, lighting or HVAC is <b>not</b> required or part of this furniture purchase), where University or Statewide contracts will be used.</li> </ul>                                       |
| 3/18/25, Tuesday<br><b>Procurement</b>                   | <ul style="list-style-type: none"> <li>• \$100,000 to \$249,999.99 requiring a formal solicitation, i.e., RFQ, Sole Source, Consortia, including One-Time Funded projects.</li> </ul>   |
| 4/1/25, Tuesday<br><b>Procurement</b>                    | <ul style="list-style-type: none"> <li>• \$25,000 to \$99,999.99 requiring a formal solicitation, i.e., RFQ, Sole Source, Consortia, including One-Time Funded projects.</li> <li>• Last day for one-time funding requests - \$25,000 or more.</li> </ul>   |
| 4/11/25, Friday<br><b>Budget</b>                         | <ul style="list-style-type: none"> <li>• Third Quarter Department Reallocation               <ul style="list-style-type: none"> <li>◦ Reallocation analysis will begin April 4<sup>th</sup></li> </ul> </li> </ul>  |
| 4/17/25, Thursday<br><b>Marketing and Communications</b> | <ul style="list-style-type: none"> <li>• Last day to submit completed branding and marketing requests to the Office of Strategic Communications and Marketing, in order to guarantee processing by the end of the fiscal year.</li> </ul>   |
| 4/29/25, Tuesday<br><b>Travel and Accounts Payable</b>   | <ul style="list-style-type: none"> <li>• <b>Travel Requests</b> (fully approved) for trip end date through 6/13/25 or prior.</li> <li>• <b>Invoices</b> dated 4/25/25 and prior.</li> </ul>   |
| 5/1/25, Thursday<br><b>Budget</b>                        | <ul style="list-style-type: none"> <li>• Last day to submit requests for One-Time Funding</li> </ul>  |
| 5/1/25, Thursday<br><b>Procurement</b>                   | <ul style="list-style-type: none"> <li>• Deadline to submit special requisitions for \$24,999.99 or less*</li> <li>• GeorgiaFirst Marketplace will remain available through 06/02/25.</li> <li>• Special Requisitions after this date will be for One-Time funded projects only, <i>not college or department operating budgets</i>.</li> </ul>   |
| 5/1/25, Thursday<br><b>Vendor Registration</b>           | <ul style="list-style-type: none"> <li>• <b>FY 25 SHARE supplier requests</b> due to KSU Vendor Registration. This allows the supplier requests processed by the University System of Georgia to meet the fiscal year-end deadline for any requisitions issued to new suppliers.</li> <li>• <i>Please note that we will still accept requests submitted after this date, but the request is not guaranteed to be fully processed in time to meet the year-end deadlines.</i></li> </ul> |

| DATE   | ACTION  |
|--|---|
| 05/16/25, Friday<br><b>Contract Management System</b>                | <ul style="list-style-type: none"> <li>• Last day to submit new FY25 contracts in CMS that need review and approval.</li> <li>• Fully executed pre-approved contract templates and FY26 contracts should continue to be submitted.</li> </ul>   |
| 6/2/25, Monday<br><b>P-Card</b><br><br><b>Procurement</b><br>7:00 AM | <ul style="list-style-type: none"> <li>• All <b>P-Card</b> transactions that post for the <b>May 2025</b> cycle (4/28/25 – 5/27/25) will be swept from the Works System.</li> <li>• This is the final day for submitting Marketplace orders. Marketplace will close at 7:00 AM by USG.<br/><i>To ensure adequate time for approvals, it is recommended that all Marketplace orders be submitted no later than the close of business on 05/29/25.</i></li> </ul>   |
| 6/3/25, Tuesday<br>4:00 PM<br><b>Travel and Accounts Payable</b>     | <ul style="list-style-type: none"> <li>• <b>Travel Expense Reports</b> (fully approved) for trip end dates through 5/31/25 or prior.</li> <li>• <b>Payment Requests and Invoices**</b> dated through 5/31/25.</li> </ul>  |
| 6/6/25, Friday<br>4:00 PM<br><b>P-Card</b>                           | <ul style="list-style-type: none"> <li>• P-Card –The <u>recommended, but not required</u> date to cease usage is 6/6/2025 to ensure sufficient time is allotted for transactions in a “bank authorized charge” status to post to Works by 6/30/25 for FY25. <ul style="list-style-type: none"> <li>○ <i>Transactions made after 6/6/25 may not have sufficient time to post as an authorized charge by 6/30/25.</i></li> <li>○ <i>Transactions that post in Works after 6/30/25 will be applied to FY26 funds.</i></li> </ul> </li> </ul> |
| 6/10/25, Tuesday<br>4:00 PM<br><b>P-Card</b>                         | <ul style="list-style-type: none"> <li>• <b>P-Card</b> statements for the <b>May 2025</b> cycle are due in the Office of Procurement</li> </ul>   |
| 06/11/25, Wednesday<br>5:00 PM<br><b>Payroll</b>                     | <ul style="list-style-type: none"> <li>• Special Pay Request (SPARS) for Monthly (Exempt) employees must be submitted to Payroll Services by 5:00 PM on 6/11/25.</li> </ul>   |
| 6/13/25, Friday<br>2:00 PM<br><b>Travel and Accounts Payable</b>     | <ul style="list-style-type: none"> <li>• <b>Travel Expense Reports</b> (fully approved) for trip end date 6/02/25 through 06/13/25. Every attempt will be made to expense travel reports for trip end dates after Tuesday, 06/13/25 in FY25. However, based on the date the travel expense is fully approved, this cannot be guaranteed.</li> <li>• <b>Payment Requests and Invoices**</b> dated through 6/13/25.</li> <li>• <b>Voucher Corrections/Adjustment Forms</b></li> </ul>   |

| DATE   | ACTION  |
|--|---|
| 06/13/25, Friday<br>5:00 PM<br><b>Procurement</b><br><b>Budget</b><br><b>Payroll</b> | <ul style="list-style-type: none"> <li>• Last day for requisitions to be submitted for One-Time Funding</li> <li>• Last day to submit 4th Quarter Budget Amendments</li> <li>• Last day to submit payroll reallocations</li> </ul>  |
| 06/13/25, Friday<br>5:00 PM<br><b>Payroll</b>  | <ul style="list-style-type: none"> <li>• Monthly Time and Absence Approval.</li> </ul>  |
| 06/16/25, Monday<br>5:00 PM<br><b>Payroll</b><br><b>Budget</b>                       | <ul style="list-style-type: none"> <li>• Payroll Special Pay Request (SPARS) for Bi-Weekly employees must be submitted to Payroll Services by 5:00 PM on <u>6/16/25</u>.</li> <li>• End of Year Clean Up Reallocation E&amp;G</li> </ul>  |
| 6/20/25, Friday<br>5:00 PM<br><b>Procurement</b>                                     | <ul style="list-style-type: none"> <li>• Blanket POs will be closed.</li> </ul>   |
| 6/23/25, Monday<br>10:00 AM<br><b>Payroll</b>  | <ul style="list-style-type: none"> <li>• Bi-Weekly Approval</li> </ul>  |
| 6/23/25, Monday<br>5:00 PM<br><b>Vendor</b><br><b>Registration</b>                   | <ul style="list-style-type: none"> <li>• <b>FY25 4300B supplier requests</b> due to KSU Vendor Registration. This allows the supplier requests to be processed by KSU Vendor Registration to meet the fiscal year-end deadline for payments to new 4300B suppliers.</li> <li>• <i>Please note that we will still accept requests submitted after this date, but the requests are not guaranteed to be fully processed in time to meet the year-end deadline.</i></li> </ul> |
| 6/23/25, Monday<br>8:00 AM<br><b>Travel and</b><br><b>Accounts Payable</b>           | <ul style="list-style-type: none"> <li>• The Accounts Payable and Travel Hotlines will be <b>closed</b> 6/23/25 – 6/30/25 to allow adequate processing time for invoices and travel expense reports.</li> </ul>   |
| 6/26/25, Thursday<br>5:00 PM<br><b>Bursar</b>  | <ul style="list-style-type: none"> <li>• Cash Receipts. Banner will be shut down after this time to allow for closeout and accounting for all fiscal year revenue.</li> </ul>   |

| DATE   | ACTION   |
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| <p>6/27/25, Friday<br/>4:00 PM<br/><b>Travel and Accounts Payable</b></p> <p><b>General Ledger / Financial Reporting</b></p> | <ul style="list-style-type: none"> <li>• <b>Travel Expense Reports</b> (fully approved) for trip end date 6/14/25 through 6/25/25 may be paid in FY26 and charged to your department's FY26 budget. The final day for processing of Concur reports will be 6/27/25. <u>Any Travel Expense Reports not processed in FY25 will be expensed in FY26.</u></li> <li>• <b>Payment Requests and Invoices**</b> dated through 6/27/25. The final day for processing Payment Requests will be 6/27/25.</li> <li>• Final day to submit all Simple Journal entries for processing. Journals that have not been fully approved by 06/30/25 will be returned for processing in FY26.</li> </ul> |
| <p>6/27/25, Friday<br/>11:00 AM<br/><b>P-Card</b></p>  | <ul style="list-style-type: none"> <li>• All P-Card transactions that post for the <b>June 2025</b> cycle (5/26/25 – 6/27/25) must be allocated and signed off in Works or the charges will post to the default chart string. <ul style="list-style-type: none"> <li>○ <i>Transactions made after 6/06/25 may not have sufficient time to post as an authorized charge by 6/30/25.</i></li> <li>○ All P-Card transactions dated 6/25/25 – 6/30/25 must be allocated or the charges will post to the default chart string.</li> </ul> </li> </ul>   |
| <p>7/1/25, Tuesday<br/><b>Budget P-Card</b></p>  | <ul style="list-style-type: none"> <li>• All P-Card transactions dated 5/28/25 – 6/27/25 will be swept from WORKS.</li> <li>• All P-Card transactions dated 6/28/25-6/30/25 will be swept from the Works system at this time.</li> </ul>   |
| <p>7/7/25, Monday<br/><b>Procurement</b></p>   | <ul style="list-style-type: none"> <li>• ePro entry accessible for FY26 purchasing.</li> <li>• SAS Reports will include the new fiscal year.</li> </ul>  |
| <p>7/7/25, Monday<br/>4:00 PM<br/><b>General Ledger / Financial Reporting</b></p>  | <ul style="list-style-type: none"> <li>• Year-End Closing Journal Entries</li> </ul>   |
| <p>7/10/25, Thursday<br/>4:00 PM<br/><b>P-Card</b></p>   | <ul style="list-style-type: none"> <li>• <b>P-Card</b> Statements for the June 2025 cycle are due to the Office of Procurement.</li> <li>• <i>Transactions that post in Works after 6/30/25 will be applied to FY26 funds.</i></li> </ul>  |
| <p>07/18/25, Friday<br/>4:00 PM<br/><b>Budget</b></p>  | <ul style="list-style-type: none"> <li>• FY25 Fourth Quarter Budget Amendment Due</li> </ul>   |



\*Purchases of any dollar value through Georgia First Marketplace may be processed until ePro is closed on 06/02/25 at 7 AM.

\*\* Invoices tied to a purchase order must be [received in ePro](#). Purchase Orders are encumbrances which means that invoices charged to a purchase order are paid from the fiscal year the purchase order was created. For example, an invoice received on 1/8/25 for a purchase order created on 6/28/24 will be charged to FY24, not the current fiscal year.