



Western Illinois University

To: University Employees
Date: Apr 24, 2026
Re: Fiscal Year 2026 Planning Dates

The following deadlines are provided to help departments prepare for the close of the 2026 fiscal year. These dates ensure sufficient time to process various transactions and to ensure that projects are completed in time to be charged to FY26 budgets. Please note that the University does not allow lapse period spending.

Physical work on construction projects occurring before July 1, 2026 will be charged to FY26 budget. Work occurring after June 30, 2026 will be charged to FY27 budget.

The deadline for purchasing tangible items (furniture, computers, etc.) is April 30. Tangible items must be received by June 30, 2026 in order to be charged to FY26 budget.

Contractual services including subscriptions, maintenance, postage, professional services such as speakers and performers, registration fees, and all travel must occur before July 1, 2026 in order to be charged to FY26 budget.

ASAP **Purchases requiring sealed bids**

Requisitions should be submitted in Colleague as soon as possible. Since the sealed bid process requires more time, late submissions may be charged to FY27 budget.

ASAP **All other Requests for Purchase**

Requisitions should be submitted in Colleague as soon as possible. This is especially important for items requiring a long lead time for delivery.

April 30 **All other Purchases**

All other FY26 purchases including purchases made by Pcard or payment requests in Colleague should be completed by this day. This is important in order to meet the June 30 Pcard date for review and approval of purchases and the July 13 date for submission of payment requests which include non-employee travel vouchers and travel vouchers.

June 15 **Gift-in-kind forms**

Gift-in-kind forms for services, goods, or other items donated to areas on campus are due to the Foundation Office. Providing this documentation allows the item to be recorded as revenue in your area and it gives the donor gift credit in the Foundation's system. Forms are available at the following link
http://www.wiu.edu/vpaps/foundation_and_development/forms.php

- June 30** **Departmental deposits**
All departmental deposits for cash and checks received on or before June 30 must be delivered to the University Union Service Center or the Billing & Receivables Office in SH106 by 4 pm.
- All deposits to Foundation accounts received on or before June 30 must be delivered to the Foundation Office in SH303 by noon.
- June 30** **Physical inventories for areas holding items for resale**
Departments holding inventory for resale must physically count and record such items. If your department holds inventory for resale but does not receive an email communication by June 15, please email Business Services at business-services@wiu.edu.
- June 30** **FY26 Pcard transactions (all funds)**
FY26 Pcard transactions must be reviewed and approved by 4:30.
- In general, purchases using PCards with transaction dates prior to July 1 will be paid from FY26 funds. Purchases with transaction dates of July 1 and after will be paid from FY27 funds.
- Pcards for which goods were received prior to June 30 but have transaction dates of July 1 or after must contain the received date in the transaction notes in order to be processed from the correct fiscal year.
- July 10** **Unearned revenue and inventory reports**
If applicable this information is due in Business Services by 4:30.
- July 13** **Goods received on or before June 30 or services performed on or before June 30 (all funds)**
Okays to Pay for purchase orders for goods and services received or performed on or before June 30 must be in the Purchasing Office by 4:30 pm.
- When entering payment requests in Colleague for FY26 expenses, the Request Date must be June 30 or before.** Travel vouchers and Non-Employee Travel vouchers for travel dates on or before June 30 and services performed or goods received on or before June 30 must be submitted on a payment request in Colleague by 4:30 pm. Payments that miss this date will be processed from FY27 and may result in an audit finding for the University.
- Departments that are aware of purchases of goods received or services performed prior to July 1 that have not been billed by vendors are encouraged to email details to accounts-payable@wiu.edu.

ASAP

FY27 Requests for Purchase

Please review your upcoming FY27 annual expenditures, including maintenance agreements, continuous orders, renewals, etc., and enter your FY27 requests now. **You must change the requisition date from the current date to 7/1/2026.** Type FY27 in the Printed Comments field. In the Desired Date field enter 7/1/2026. The Purchasing Office will need sufficient lead time to obtain required paperwork from vendors, comply with all aspects of the Procurement Code, and process purchase orders. It is imperative that FY27 requests be entered as soon as possible as a purchase order must be in place prior to the dates of service.

Questions about this memo or any other year end process should be directed to business-services@wiu.edu.

Questions about Foundation account processes should be directed to foundation-accounting@wiu.edu.

Questions about Purchasing procedures should be directed to purchasing@wiu.edu.

Colleague resources including training videos can be found at wiu.edu/business_services.

**Business Services
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Phone 309.298.1811**