

DEADLINE INFORMATION INSTRUCTIONS

FISCAL YEAR 2026

JOIN [Deadline Calendar for Reminders](#) Using your UMBC email account!

INFO: Please coordinate with your Shared Service Center to observe earlier deadlines.

Close Purchase Orders

For instructions to close Purchase Orders for Year-End, please open an RT click here:

[Close PO Instructions.](#)

June 1, 2026 – Requisitions

Contact: Rosetta Butler rbutler2@umbc.edu

FY26 Requisitions must be approved by Department Approver by COB.

Requisition / Purchase Order after deadline or with [*Unforeseen Issues*](#) may appear as an encumbrance.

Ideally, this deadline is enough time for item to be Shipped then “Received in PAW” to post as an expense in FY26 — barring any [*Unforeseen Issues*](#) or missing items below:

- Items not “Received in PAW” by **“Receipt for Goods & Services Deadline”**, will be Encumbrance, which will roll into the next Fiscal Year.
- “Receipt” more closely determines what Fiscal Year the Expense will appear. See **“Receipt for Goods & Services Deadline”** below.

June 5, 2026 – Budget Amendment

Email Budget Amendments to adjust the **FY26** budget to the Budget Office.

Contact: Jared Fincke jfincke@umbc.edu

June 12, 2026 – Payment Request

Help: [RT: Get Help >General Question>AP](#)

Payment Request must be approved by Department Approver by COB.

All payment requests submitted after the deadline will be recorded in the next Fiscal Year or if there are any [*Unforeseen State Delays*](#)

Processing Payment Requests will resume July 1, 2026. [Click HERE for Instruction](#)

June 12, 2026 – Travel Expense Reports (Reimbursement)

All expense reports must be approved by Authorized and all Cost Object by COB.

Must be in Pending Processor status.

Help: [RT: Get Help >General Question>AP](#)

Travel reimbursement expenses received after deadline will be recorded in next fiscal year or if there are any [*Unforeseen State Delays*](#).

Review UMBC's [Travel Policy and Procedures](#).

June 12, 2026 – All Wire Payments

Help: [RT: Get Help >General Question>AP](#)

Wire Payment Request must be approved by Department Approver by COB.

All payment requests submitted after the deadline will be recorded in the next Fiscal Year or if there are any [*Unforeseen State Delays*](#)

Processing Payment Requests will resume July 1, 2026. [Click HERE for Instruction](#)

June 12, 2026 – Pcard PURCHASE

Pcard PURCHASE for FY26 should be made by PURCHASE deadline.

CONTINUE TO USE PCARD. Transactions after deadline may post to FY27.

June 15, 2026 – Payroll Retro

Payroll 2026-025 is Final Payroll in FY26 to accept Retros.

Payroll 2027-002 will be next Payroll allowing Retros. [See Payroll Calendar](#)

Contact: Payroll-Accounting-group@umbc.edu

June 29, 2026 – Pcard REALLOCATION

Pcard REALLOCATION:

- Reallocate transactions loaded on June 23-29 daily after 11:00am.
- Reallocate until June 29 at 11:59 PM.

Any unallocated transactions will post to the default chart string on June 30, 2026, notwithstanding any unforeseen bank delays out of UMBC control within the week.

Any Pcard charges after Reallocation Deadline will be in next Fiscal Year. NOTE: Reallocation of **both** May and June charges will be required in order to meet year-end fiscal deadlines with the State of Maryland.

June 29, 2026 – Payroll DBE's

Payroll DBE for PR 2026-026 must be completed online by COB.

[Click HERE "Straddle Fiscal-Year" DBE Instructions.](#)

Contact: Payroll-Accounting-group@umbc.edu

June 17, 2026 – Receipts, Invoices, and Contracts for Goods, Services

Must be approved by Department Approver by COB.

Enter Receipts along with invoices / supporting documents to AP.

- If item is not "Received in PAW" by the ***"Receipt for Goods & Services Deadline"***, Encumbrance will roll into next Fiscal Year.
 - "Receipts" that miss deadline or are missing the invoices or supporting documents will be paid in the next Fiscal Year. [Click HERE for Instructions.](#)
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June 17, 2026 – Petty Cash

Petty Cash submission and collection received by the deadline will be in FY2026. <https://businessservices.umbc.edu/petty-cash/>

June 23, 2026 – Off-Campus Billing

Please email Off-Campus billing request forms to Jasmine Zacharias (zacharia@umbc.edu) by the deadline. [Click HERE for Off-Campus Billing webpage.](#)

June 17, 2026 – Working Fund Check

Working Fund checks issued by COB will be recorded as expenditures for FY25, *only* if the check has been reconciled. (All paperwork, receipts and/or money has been returned to the Working Fund Custodian.) **Help:** [RT: Get Help >General Question>AP](#)

June 17, 2026 – Foundation Reimbursement

Visit USM Foundation for **NOON** Reimbursement Details [USM Foundation](#). Please complete RT ticket when USM e-DRF has been submitted. [RT Foundation Wire](#) The last batched wire receipt will be dated on June 29, 2026.

June 22, 2026 – Inventory & Plant Accounting

All [DocuSign](#) inventory changes, additions, or disposition requests must be picked up by Student Workforce by deadline to be recorded in FY26. [Click HERE for Inventory webpage.](#)

Contact: Tina Carter-Brown tcbrown@umbc.edu

June 18, 2026 – R*STARS Inter-Agency Payment

R*STARS Payment Transactions must be approved by Departmental Approver by COB. Be sure to include required items to ensure item gets into FY26: [Click HERE for Instructions.](#)

Help: [RT: Get Help >General Question>AP](#)

June 23, 2026 – Restricted Journals

Journal Entry Earlier deadline for Restricted Funds: 1114,1115,1253. Journals must be approved by Department Approver by COB of deadline.& [Join Deadline Calendar](#)

June 29, 2026 – Cash Receipts / Deposits

Items received on or before deadline must be delivered to Student Business Services, 300 Administration Building. [Click for SBS Departmental Deposit webpage.](#)

- Everything must be received by 12:00 PM **NOON**

For departments that process their own deposits, paperwork for deposits pertaining to FY26 must be received by Student Business Services (SBS) by deadline. Any items received after the cutoff times will be posted to next Fiscal Year. **Contact:** Amita Naik anaik@umbc.edu

June 30, 2026 – Unrestricted Journals

Journals must be approved by Department Approver by COB of deadline. Restricted Funds have an earlier deadline.

“Journal Date” dictates the Fiscal Year, **please back-date journal to 6/30** for Unrestricted Journals for FY26. [Click HERE for Instructions to backdate Journal.](#) & [Join Deadline Calendar](#)

June 30, 2026 – Dept. Scholarship 00005145

Please clear Departmental Scholarship Project before Year-End. [Click Here for Instructions](#)

July 1, 2026

Central Departments will have the following available for FAD Finance Reports: [Payroll Accrual](#), Aux. Admin Overhead, and Deferred Summer Revenue by deadline.

July 1, 2026

Payroll- DBE FY27 is open. [Click here for “Straddle Fiscal-Year” DBE Instructions](#)

PO Rollover FY26 for purchase orders waiting for delivery of items and receipts to be entered.

R*STARS Inter-Agency Receipt

Departments expecting transactions from another State agency must coordinate directly with that agency to ensure processing. Contact the applicable agency to verify that the agency has posted each transaction. **Highly Recommended: Coordinate with agencies ~2 weeks prior to the State’s deadline.**

Once received by State Deadline, transactions will be recorded in PeopleSoft Finance by July 15, 2026 to be included in FY26 with appropriate June dates if **R*Stars Notice RT ticket** is complete.

Please follow instructions for the **R*Stars Notice RT Ticket**: [Here](#).

Contact: Menchu Esteban (menchues@umbc.edu)