



March 17, 2026

MEMORANDUM

To: All Administrators and Cost Center/Secondary Cost Center Managers

From: **Office of Business Services**
Elizabeth Greaney, Chief Business/Financial Strategy Officer
Patrick Johnson, Director of Procurement
Darniel Dorsey, Finance Director

Re: **FY2026 Collegewide Fiscal Year End Closing Deadline Notice**

Attached are the fiscal year end Procurement and Financial deadlines for the year ending June 30, 2026.

Cost Center Managers/Secondary Cost Center Managers: You are the key to a successful fiscal closing. Please ensure the following:

- Budget is accurate
- Expenses have been recorded in the correct fiscal year
- Staff have been informed of all deadlines listed on pages 2 and 3

NOTE:

FY26 Operating fund purchase orders that are fully or partially received in Workday by June 30, 2026 will remain open until associated invoices are paid. Refer to the link below for the create receipt instructions on how to properly record goods received or services rendered by June 30, 2025. All FY26 receipts must be submitted no later than July 10, 2026. **RECEIPTS SUBMITTED INTO WORKDAY AFTER JUNE 30TH2025, FOR ITEMS ACTUALLY RECEIVED BEFORE JUNE 30TH, 2025, MUST BE BACK-DATED TO JUNE 30TH, 2025. IF GOODS ARE RECEIVED AFTER JUNE 30, 2025, THOSE WILL BE RECORDED AS FY27 EXPENDITURES AGAINST FY27 BUDGET. Additionally,** FY26 operating fund purchase orders with goods or services not received prior to June 30, 2026, will be rolled to FY27 and expensed against the FY27 Budget.

<https://info.montgomerycollege.edu/documents/offices/information-technology/workday/finance-and-procurement/procurement-create-receipt-employees.pdf>

As we look forward to FY27, when submitting requisitions for goods and services, associated quantity or dollar amount should closely align with actual goods or services to be received in FY27.

Contact Information:

Department	Email	Website Address
Procurement	procure@montgomerycollege.edu	https://info.montgomerycollege.edu/offices/procurement/
Accounts Payable	accountspayable@montgomerycollege.edu	https://info.montgomerycollege.edu/offices/business-services/accounts-payable.html

Associated Zoom training is available on the dates and times listed below. Training sessions will include the following:

- Create Receipt
- Purchase Order Carryforward (Roll)
- FY27 Requisition Submittal (Aligning qty/dollar with actual FY purchase amount)

Date and Time:	Zoom Meeting Link:
April 14, 2026 10:00am – 11:30am	https://montgomerycollege.zoom.us/j/94937070549?pwd=ryarC9awHVlHwaoUffUIvTbhDyhMuiQ.1
May 12, 2026 10:00am – 11:30am	https://montgomerycollege.zoom.us/j/94916531494?pwd=wxCmhsQWtqUTOsNYMeUOVqPN83vQbX.1
June 22, 2026 10:00am – 11:30am	https://montgomerycollege.zoom.us/j/96078814419?pwd=C2jQLT5SxOGJLY0xEFvVBKawarQVB1.1



Office of Business Services

Fiscal Year 2026 Key Actions and Due Dates

Date	Last Day To:	Instructions
Friday April 10	<i>Submit purchase requests that require the issuance of a bid, where Board of Trustees approval IS required</i>	Submit requisition in Workday system- REMINDER: If operating funds are being used for purchase, good or service must be received by June 30, 2026.
Friday May 15	<i>Submit purchase requests that require the issuance of a bid, where Board of Trustees approval is NOT required</i>	Submit requisition in Workday system- REMINDER: If operating funds are being used for purchase, good or service must be received by June 30, 2026.
Friday May 15	<i>Ordering Business Cards</i>	Place all orders for business cards with Chiquita Manago-Haywood, Purchasing Agent, no later than May 15, 2026.
Friday June 5	<i>Submit all other purchase requests, valued at \$100,000 or less, and EAP requests</i> <i>Online Office Supplies</i>	Final submission of all FY2026 requisitions. Final day to submit EAP Direct payment requests. Place online supply orders to Rudolph's (current contractor) for office supplies. <i>Payment by P-card is highly recommended</i>
Friday June 5	<i>Make Purchasing Card Purchases</i>	All P-Card activity is suspended from close of business on Friday, June 5, 2026 through Tuesday, June 30, 2026. In addition, p-card spend limits will be reduced to \$1 during cut-off period.
Monday June 15	<i>Verify all p-card transactions</i>	P-cardholders must verify all p-card transactions in Workday. Cost center manager must approve all p-card transactions by June 30, 2026
Monday June 22	<i>Submit EAP Reimbursement Requests for FY26</i>	All outstanding EAP spend authorizations must be closed out through submission of the related travel receipts in Workday by June 22, 2026 in order to be reimbursed.
Monday June 15	<i>Submit Purchase Order Close Encumbrance Form</i>	Completed Purchase Order Close Encumbrance form must be submitted. Form should also include purchase orders for goods or services that are anticipated <u>not</u> to be received by June 30, 2026.

<p>Monday June 15</p>	<p><i>Purchase order change order submittal</i></p>	<p>All purchase order change requests must be submitted by this date. Refer to the procurement website link below for the new Workday purchase order change request business process job aid.</p> <p>https://info.montgomerycollege.edu/offices/procurement/</p> <p>NOTE: This replaces current manual paper process.</p>
<p>Tuesday June 30</p>	<p><i>Wellness Reimbursement</i></p>	<p>Last day to submit for FY26 wellness reimbursement.</p>
<p>Friday July 10</p>	<p><i>Submit Direct Vendor / Independent Contractor Payments</i></p>	<p>Vendor payments must be entered into Workday using the date the services or goods were received. For FY26 expenses this date should be no later than June 30, 2026.</p> <p>Conference Dates: June 25th-27th = FY26 Expense ✓ July 5th-July 7th = FY27 Expense ✗</p> <p>Submit Vendor payment request via the Create Supplier Invoice Request task in Workday.</p> <p>Record goods received or services rendered by June 30, 2026, no later than July 10, 2026.</p>

NOTE:

If any department or account manager foresees difficulty in meeting the deadlines set forth above, please contact Patrick Johnson at Patrick.Johnson@montgomerycollege.edu or Darniel Dorsey at Darniel.Dorsey@montgomerycollege.edu