



UNIVERSITY OF WYOMING



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Year-End Close – Reminder of Upcoming Deadlines

As a reminder, in preparation for the close of the Fiscal Year 2026, Financial Affairs and Payroll have prepared the FY26 year-end memo and corresponding calendar that highlight important processes and deadlines between now and August 2026.

The memo and calendar can be found on the Financial Affairs website:

<http://www.uwyo.edu/budget-finance/financial-affairs/year-end-information>

A few upcoming deadlines to be aware of include:

Due Date	Items Due
Thursday, June 11th	Expenditure / Receipt Corrections originating in May 2026 are due.

Friday, June 12th	<p>IDTs initiated by the revenue department through May 2026 must have a workflow status of Accounting Office.</p> <p>Budget transfers in FY26 due to the Budget Office.</p>
Tuesday, June 16th	Requisitions and PO change orders in buyer's worklist by this date will be processed in FY26.
Wednesday, June 17th	Expenditure / Receipt Corrections originating in June 2026 are due.
Thursday, June 18th	Notify Asset Management of any fabricated equipment.
Friday, June 19th	Revenue department to contact the expense department for IDTs not moving through the workflow to move them forward.
Monday, June 22nd	<p>Expense reports and non-PO invoices must be approved and received in the Payment Services worklist.</p> <p>P-card transactions originating prior to June 1 must be reconciled, and the expense report must be approved and received in the Payment Services worklist.</p> <p>PO invoices must be emailed to paymentservices@uwyo.edu .</p>
Tuesday, June 23rd	Foreign Wires are due to the Accounting Office to be included in FY26

If you have any specific questions after reviewing the year-end documents, please do not hesitate to contact the relevant department:

- All Financial Affairs contact information can be found here: <http://www.uwyo.edu/budget-finance/financial-affairs/contact-us>
- Payroll contact information can be found here: <http://www.uwyo.edu/hr/payroll/>

Contact Information

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