

| FY26 Fiscal Year End Dates and Deadlines | | | | | | |
|--|---|---------------|--|--|--|----------------|
| Department | Category | Deadline | Additional Information | Contact Individual | Contact Email | Contact Phone |
| Purchasing | Purchase requisitions for any amount. | May 15, 2026 | All requests for FY26 POs must be initiated through Workday; deadline date reflects the date the PO is submitted to the supplier. | Core Service Team - Purchasing Agent | purchasing@uwsp.edu | (715) 346-2721 |
| Accounts Payable | Expense Reports | June 12, 2026 | Last day for expense reports to be submitted to allow time for review and approval for expenses to post to FY26. Any expense reports fully approved by June 30 will post to FY26. | Core Service Team - Accounts Payable Specialist | accounts.payable@uwsp.edu | (715) 346-4691 |
| Purchasing | Purchasing card (P-Card) transaction reconciliation | June 19, 2026 | Last day to reconcile and approve expense reports & PCard transactions in Workday to post to FY26. | Core Service Team - Purchasing Agent | purchasing@uwsp.edu | (715) 346-2721 |
| Accounting Services Budget Office | Transfer Requests | June 23, 2026 | Final day to request a transfer for FY26, including: accounting adjustments, budget Amendments, Internal Service Delivery Changes, Journal Requests, Payroll Adjustments, and Revenue Transfers. Request must be fully approved by date provided to ensure processing in FY26; those initiated after this date may not be processed until FY27. | Core Service Team - Accountant or Budget Planner | accounting.services@uwsp.edu | (715) 346-2051 |
| Accounting Services | FY27 Federal Work Study Student Employee Updates | June 23, 2026 | Last day to complete costing allocation updates for any student employees paid on Work Study that will be employed after 6/30/2026. A Create Costing Allocation task must be completed to change the FY26 Federal Work Study program worktag to PG000038964 UWSTP UNIWIDE Federal Work Study FY27. | Core Service Team - Accountant | accounting.services@uwsp.edu | (715) 346-2051 |
| Student Financial Services - Cashier's Office | Revenue deposits | June 26, 2026 | Deposits received by EOD June 26 will post to current fiscal year; deposits received after this day will not be posted until FY27. | Jamie Bednarek | bursar@uwsp.edu | (715) 346-2118 |
| Accounts Payable | Invoices for Payment | June 26, 2026 | Processing required through Workday; last day to create and approve FY26 accounts payable invoices. Any invoices created/approved after this date will need an FY27 date. | Core Service Team - Accounts Payable Specialist | accounts.payable@uwsp.edu | (715) 346-4691 |
| Student Financial Services - Accounts Recievable | June Manual AR Recognition Entries | June 30, 2026 | Last day to submit manual accounts receivable recognition amounts to be recorded in FY26. | Student Financial Services - Accounts Receivable | accounts.receivable@uwsp.edu | (715) 346-2118 |
| Accounting Services | Clearing Accounts Reconcilaition | July 6, 2026 | Clearing account reconciliations must be completed by this date. Transfers related to reconciliation must be completed by June 23, 2026. Any balance remaining at the end of the year must be documented and substantiated. The Controller's Office will request documentation after this date, if not provided. | Core Service Team - Accountant | accounting.services@uwsp.edu | (715) 346-2051 |
| Budget Office | Year-end balance reports and documentation | July 24, 2026 | Divisional year-end balance approval memos and associated documentation must be gathered by this date for inclusion in the campus PR balance report. | Core Service Team - Budget Planner | budget.office@uwsp.edu | (715) 346-2644 |