

June 2025						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

LAFAYETTE

COLLEGE

Finance Department

Important Fiscal Year-end Due Dates

Fiscal 2024-25

July 2025						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Items must be received in the office indicated by the last day noted below

	Date		Category	Description	Completion Method	Contact
J U N E 2 0 2 5	Mon, 6/2	First day	Purchasing	► To submit purchase requisitions for fiscal 2025. Requisitions must have a July 1 or later effective date and goods must be received after July 1.	Banner Self-Service	procurement@lafayette.edu
	Fri, 6/13	Last day	Purchasing	► To submit purchase requisitions for fiscal 2025. Please be certain the goods or service will be received by June 30. Req's entered after this date (for fiscal 2025) will be cancelled and will need to be re-entered when the new fiscal year opens.	Banner Self-Service	procurement@lafayette.edu
		Last day	Cash	► All departments must count petty cash by June 13 and submit requests for reimbursement by June 17.	Emburse	accountspayable@lafayette.edu
		Last day	Payroll	► To submit Payroll Authorization Forms or other salary authorizations to pay employees by June 30 and charge the current fiscal year.	Personnel Action Form	payroll@lafayette.edu studentpayroll@lafayette.edu
	Mon, 6/16	Last day	Interdepartmental	► To charge the current fiscal year with College Store department charges .	via College Store	collegestore@lafayette.edu
	Tue, 6/17	Last day	Payroll	► To submit hourly timesheets and electronic approvals to Payroll for the pay period ending June 13 (pay date June 20).	Banner Self-Service	payroll@lafayette.edu studentpayroll@lafayette.edu
	Mon, 6/23	Last day	Purchasing	► To incur WB Mason charges against the fiscal 2025.	www.wbmason.com	procurement@lafayette.edu
			P-Card	► To make fiscal 2025 P-Card purchases and allow time for the charges to post.	P-Card	procurement@lafayette.edu
	Tue, 6/24	Last day	Disbursements	► To submit outgoing wire requests for fiscal 2025. Wire requests received after this date will be recognized in fiscal 2026.	Emburse	wirerequests@lafayette.edu
	Fri, 6/27	Last day	Cash	► 12PM - To submit deposits to the cashier for fiscal 2025. Deposits received after this date will be recognized in fiscal 2026.	Cash Transmittal Form	rileyb@lafayette.edu
J U L		First day	P-Card	► P-CARDS (Old Cards): P-Card monthly review and approval period begins.	JPMorgan SmartData	procurement@lafayette.edu
	Mon, 7/1	First day	Budget	► Fiscal 2026 Budgets appear in Banner.	Banner Self-Service	mutchlel@lafayette.edu
	Tue, 7/1	Last day	Payroll	► To submit hourly timesheets and electronic approvals to Payroll for the pay period ending June 27 (pay date Jul 3)	Banner Self-Service	payroll@lafayette.edu studentpayroll@lafayette.edu
	Wed, 7/9	Last day	P-Card	► P-CARDS (Old Cards): • Last day to assign FOAPALs to P-Card activity; May 27-Jun 26 & Jun 27-30 activity.	JPMorgan SmartData	procurement@lafayette.edu
		Last day	P-Card	• To submit all outstanding fiscal 2025 P-Card reports with receipts and supervisor approval. This includes all reports not submitted to date.	Scan and Email Approved Reports and Receipts	accountspayable@lafayette.edu
		Last day	P-Card	► P-CARDS (New Cards): • To submit P-Card Expense Reports for expenses posted through June 30, 2025.	Emburse	emburse@lafayette.edu

	Date		Category	Description	Completion Method	Contact
Y 2 0 2 5	Wed, 7/9	Last day	Interdepartmental	► To submit inter-departmental charges for fiscal 2025. This includes College Store, Post Office, Printing & Copy Services, Facilities, ITS, Dining, and other operations.	Transfer of Charges Form	transferofcharges@lafayette.edu
		Last day	Payroll	► To submit requests for reallocation of payroll labor charges to Payroll for fiscal 2025.	Personnel Action Form	payroll@lafayette.edu studentpayroll@lafayette.edu
		Last day	Other	► Department specific information requests due back to finance via Smartsheet information request form.	Smartsheet Form	Designated in Email Request
	Thu, 7/10	Last day	Payroll	► NOON: For Division Heads to approval for Vacation Records for Administrative and Exempt Staff, including carry forward balances.	Banner Self-Service	payroll@lafayette.edu
		First day	P-Card	► OLD P-CARDS: June P-Card transactions appear in Banner.	Banner Self-Service	procurement@lafayette.edu
	Mon, 7/14	Last day	Disbursements	► For employees to submit Expense Reports (Reimbursements and Cash Advance Reconciliations) for processing against fiscal 2025. Select "PRIOR FY" in the Fiscal Year field in Emburse.	Emburse	emburse@lafayette.edu
		Last day	Disbursements	► To submit Invoices for processing against fiscal 2025. Select "PRIOR_FY" in the Fiscal Year field in Emburse.	Emburse	emburse@lafayette.edu
		Last day	Budget / Interdepartmental	► To submit TOC forms for budget transfers, journal reclassifications, and corrections for processing against fiscal	Banner Self-Service Transfer of Charges Form	transferofcharges@lafayette.edu

Year End Things to Do	
<input type="checkbox"/> Review the year end calendar <ul style="list-style-type: none"> Note College holidays and plan department needs accordingly Note key deadlines 	<input type="checkbox"/> Review transactions <ul style="list-style-type: none"> Run transaction listings, budget variance, or other reports to determine: <ul style="list-style-type: none"> Have all expenses been appropriately recorded? Has all revenue been appropriately recorded? Are all expenses and revenue recorded on the correct fund/org/account/program/activity allocation strings?
<input type="checkbox"/> Check fund balances for deficits (Use Banner Self-Service) <ul style="list-style-type: none"> Check operating budgets and consider funding deficits from other available funds Check gift funds Check endowment funds Check unrestricted designated funds 	
<input type="checkbox"/> Recognize accruals, deferrals, and prepaids <ul style="list-style-type: none"> AP accruals: the expense of goods and services received in FY25 that have not been paid in FY25 <ul style="list-style-type: none"> When vouchering to Emburse after June 30, 2025, select "PRIOR_FY" in the Fiscal Year field. AR accruals: revenue earned in FY25 that has not been received in FY25. <ul style="list-style-type: none"> Email revenue accrual requests to studentaccounts@lafayette.edu (for student and non-student revenues). Deferred revenue: revenue earned in FY26 that has been received in FY25 <ul style="list-style-type: none"> Examples include Summer 2 semester related revenues, camp revenues where the camp occurs after June 30. Contact Tracey Burton with deferral requests. Prepaid expenses: the expense of goods and services that will be received in FY26 but have already been paid for in FY25 <ul style="list-style-type: none"> When vouchering to Emburse before June 30, 2025, select "NEXT_FY" in the Fiscal Year field. 	<input type="checkbox"/> Check fund balances for deficits one last time <ul style="list-style-type: none"> Check gift, endowment, and unrestricted designated funds one last time; funds in deficit at the end of the year should be funded by other available funds whenever possible. Use the transfer of charges form and account/program 815093-85 to move funds between funding sources.

LAFAYETTE COLLEGE
IMPORTANT FINANCE CONTACTS

Topic	Contact	E-mail	Ext
ACCOUNTING			
General Operating / Departmental	Tracey Burton	burtont@lafayette.edu	3369
	John Breiner	breinerj@lafayette.edu	3170
Grants / Gifts / Endowment Spend	Tracey Burton	burtont@lafayette.edu	3369
	Mayra Marquez	marquezm@lafayette.edu	3123
Capital Projects / Equipment/ Leases	Tracey Burton	burtont@lafayette.edu	3369
Transfer of Charges	Jaspreet Kahlon	transferofcharges@lafayette.edu	5012
ACCOUNTS PAYABLE			
Invoice Processing/ Payment Status	Bobbi Jo Agosta	accountspayable@lafayette.edu	5144
	Kristel Hernandez		
International Payments	Geoff Schoeneck	schoeneg@lafayette.edu	5142
BANKING & TREASURY			
Bank Routing Information, Incoming Funds Research, and all other banking inquiries	Erin Dounelis	dounelie@lafayette.edu	3078
BILLING - NON-STUDENT			
Grants (Federal and Non-Federal)	Mayra Marquez	marquezm@lafayette.edu	3123
All Other	Katie Kresge	studentaccounts@lafayette.edu	5145
BILLING - STUDENT ACCOUNTS			
General Inquiries	Katie Kresge	studentaccounts@lafayette.edu	5145
	Deb Romig	studentaccounts@lafayette.edu	5145
Student Deposits	Deb Romig	studentaccounts@lafayette.edu	5145
International Student Payments	Deb Romig	studentaccounts@lafayette.edu	5145
Touchnet Student Payments	Deb Romig	studentaccounts@lafayette.edu	5145
BUDGET			
Operating and Headcount	Laura Franson	fransonl@lafayette.edu	3102
Capital Projects	Rachel Robbins	robbinra@lafayette.edu	3370
CASH ADVANCES			
Cash Advances	Geoff Schoeneck	schoeneg@lafayette.edu	5142
CASHIER SERVICES			
Departmental Deposits (Cash Transmittal) Petty Cash / Outgoing Wire Requests In-Person Student Account Payments	Barbara Riley	rileyb@lafayette.edu	5145
PAYROLL & PAYROLL TAXES			
Payroll (including reallocations), Direct Deposit, Tax Forms, International Student Tax Support	Dawn Sisson	payroll@lafayette.edu	5887
	Geoff Schoeneck		5142
Student Payroll	John Galm	studentpayroll@lafayette.edu	5135
PROCUREMENT			
Pcards	Patty Curto	procurement@lafayette.edu	5017
	Tom Iannelli	procurement@lafayette.edu	5016
Requisitions, Purchase Orders, Encumbrances	Patty Curto	procurement@lafayette.edu	5017
SYSTEMS/ SOFTWARE (Finance Related)			
System Access, Banner Self-Service, Chart of Accounts Change Requests, and all other general finance related IT inquiries.	Steven Molinaro	molinars@lafayette.edu	5141
	Jaspreet Kahlon	kahlonj@lafayette.edu	5012
TAXES			
IRS 990/990-T, Sales Tax, Lafayette W-9, Trust Returns, State Tax Returns, Unclaimed Property Filings, and Tax Research	Erin Dounelis	dounelie@lafayette.edu	3078