

June 2026

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 2025-26

July 2026

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	31	

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

	Date	Category	Description	Completion Method	Contact
JUNE	Mon, 6/1	First day	Purchasing ▶ To submit purchase requisitions for fiscal 2027. 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, 6/12	Last day	Purchasing ▶ To submit purchase requisitions for fiscal 2026. Goods or service must be received by June 30. Req's entered after this date (for fiscal 2026) will be cancelled.	Banner Self-Service	procurement@lafayette.edu
		Last day	Cash ▶ All departments must count petty cash by June 12 and submit requests for reimbursement by June 16.	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, 6/22	Last day	Purchasing ▶ To incur WB Mason charges against the fiscal 2026.	www.wbmason.com	procurement@lafayette.edu
			P-Card ▶ To make fiscal 2026 P-Card purchases and allow time for the charges to post.	P-Card	procurement@lafayette.edu
Tue, 6/23	Last day	Disbursements - Wires ▶ To submit outgoing wire requests for fiscal 2026. Wire requests received after this date will be recognized in fiscal 2027.	Emburse	wirerequests@lafayette.edu	
Tue, 6/30	Last day	Cash ▶ 12PM - To submit deposits to the cashier for fiscal 2026. Deposits received after this date will be recognized in fiscal 2027.	Cash Transmittal Form	rileyb@lafayette.edu	
	Last day	Payroll ▶ To electronically submit and approve hourly timesheets to Payroll for the pay period ending June 26 (pay date July 3).	Banner Self-Service	payroll@lafayette.edu studentpayroll@lafayette.edu	
JULY	Wed, 7/1	First day	Budget ▶ Fiscal 2026 Budgets appear in Banner.	Banner Self-Service	mutchlel@lafayette.edu
	Fri, 7/10	Last day	P-Card ▶ P-CARDS: To submit P-Card Expense Reports for expenses posted through June 30, 2026.	Emburse	emburse@lafayette.edu
		Last day	Interdepartmental ▶ To submit inter-departmental charges for fiscal 2026. This includes College Store, Post Office, Printing & Copy Services, Facilities, ITS, Dinina. 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 2026.	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
		Last day	Payroll ▶ 12PM: For Division Heads to approval for Vacation Records for Administrative and Exempt Staff, including carry forward balances.	Banner Self-Service	payroll@lafayette.edu
Tue, 7/14	Last day	Disbursements - Employee Exp Reimbursement ▶ For employees to submit Expense Reports (Reimbursements and Cash Advance Reconciliations) for processing against fiscal 2026. Select "FY26" in the Fiscal Year field in Emburse.	Emburse	emburse@lafayette.edu	
	Last day	Disbursements - Invoices ▶ To submit Invoices for processing against fiscal 2026. Select "FY26" in the Fiscal Year field in Emburse.	Emburse	emburse@lafayette.edu	
Fri, 7/17	Last day	Budget / ▶ To submit TOC forms for budget transfers, journal reclassifications, and corrections for processing against fiscal 2026.	Banner Self-Service	transferofcharges@lafayette.edu	
		Interdepartmental	Transfer of Charges Form		

Year End Checklist

Review the year end calendar

- Note College holidays and plan department needs accordingly
- Note key deadlines

Check fund balances for deficits (Use Banner Self-Service)

- Check operating budgets and consider funding deficits from other available funds
- Check gift funds
- Check endowment funds
- Check unrestricted designated funds

Recognize accruals, deferrals, and prepaids

- **AP accruals:** the expense of goods and services received in FY26 that have not been paid in FY26
 - When vouchering to Emburse **after** June 30, 2026, select **"FY26"** in the **Fiscal Year** field.
- **AR accruals:** revenue earned in FY26 that has not been received in FY26.
 - Email revenue accrual requests to studentaccounts@lafayette.edu (for student and non-student revenues).
- **Deferred revenue:** revenue earned in FY27 that has been received in FY26
 - 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 FY27 but have already been paid for in FY26
 - When vouchering to Emburse **before** June 30, 2026, select **"FY27"** in the **Fiscal Year** field.

Review transactions

- Run transaction listings, budget variance, or other reports to determine:
 - 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?

Check fund balances for deficits one last time

- 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.

******NOTE******

Transactions posted in Emburse prior to June 30 that use FY27 in the Fiscal Year field will still post to FY26 in Banner. The Finance team will be reviewing these entries on a weekly basis and moving the expenses to FY27. Unfortunately Banner does not allow future transactions to post directly.

Finance Contacts

ACCOUNTING	
General Operating / Departmental	Tracey Burton John Breiner
Grants / Gifts / Endowment Spend	Tracey Burton Mayra Marquez
Fixed Assets / Equipment / Leases	John Breiner
Transfer of Charges	Jaspreet Kahlon
ACCOUNTS PAYABLE	
Invoice Processing / Payment Status	Bobbi Jo Agosta Kristel Hernandez
International Payments	Geoff Schoeneck
Cash Advances	Geoff Schoeneck

BANKING & TREASURY	
Bank Routing Information / Incoming Funds Research / and all other banking inquiries	Erin Dounelis
BILLING	
Grants (Federal / Non-Federal)	Mayra Marquez
Student and Non-Student Billing and Inquiries	Deb Romig Katie Kresge
Cashier Services	Barbara Riley
BUDGET	
Operating and Headcount	Laura Franson
Capital Projects	Rachel Robbins

PAYROLL & PAYROLL TAXES	
Faculty and Staff Payroll	Dawn Sisson
Student Payroll	John Galm
PROCUREMENT	
Requisitions / Purchase Orders / Encumbrances	Patty Curto
P-Card Administration	Patty Curto Tom Iannelli
TAXES	
IRS 990/990-T / Sales Tax / State Tax Returns / Unclaimed Property / Trust Tax Returns / Tax Research	Erin Dounelis