



Finance Office

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TO: Campus Community
FROM: Maria G. Sanchez, Controller
DATE: April 1, 2026
RE: Fiscal Year-End

We are now in the final quarter of our 25/26 fiscal year. In preparation for the closure of our June 30, 2026 fiscal year-end, please note the following:

- Goods and services that relate to the 25/26 fiscal year must be physically received prior to June 30, 2026, and be followed by an invoice dated no later than June 30, 2026. Thus, it is very important that you plan the timing of your year-end purchases. Note that most suppliers need approximately four to eight weeks to process and ship merchandise. Items ordered but not received prior to the June 30 deadline will be charged to your 26/27 budget. We encourage you to plan ahead and submit purchase requisitions intended to be charged to the 25/26 budget by April 15, 2026.
- For IT related equipment, such as department or grant funded computers, iPads and peripherals, please allow at least six weeks between the request date and the arrival date. All computers, tablets, monitors and printers must be purchased through ITS.
- Furniture has a much longer waiting period between order submission and delivery, which can take up to eight weeks or longer. As such, we encourage you to submit purchase requisitions before May 1, 2026.
- We ask that you continue to exercise strong fiscal control and discipline as you make your purchasing decisions during the last quarter of this fiscal year, and beyond. Please consult with your business/finance manager if you have any questions or need clarification regarding your purchasing and spending options.
- All Concur expense reports in Torero Travel and Expense must be submitted and have final approval by the Finance Office, for payment on July 14th, in order to be charged to the 25/26 budget. ***Please refrain from including July expenses in the June expense report submission.*** July expense reports will not have final approval by the Finance Office until after July 14th and will be charged to your 26/27 budget.
- We must receive all journal entries that relate to January through March 2026 accounting dates, as reflected in Workday, by May 15th. Requests received after this deadline will not be processed.
- We must receive all 25/26 invoices and payment requests by July 10, 2026, to ensure they are processed within the 25/26 budget year. We appreciate your early planning for year-end activity in order to adhere to this deadline.
- Summer programs are accounted for at the beginning of each fiscal year. All tuition, fees, conference revenues and related expenses, including financial aid, for the 2026 summer programs will be accounted for in the fiscal year beginning July 1, 2026. The Controller's Office will make the appropriate entries to defer the revenues and expenses for qualified summer programs. Please make the appropriate notations on the source documents and submit a journal entry request in Workday to ensure your transactions are accounted for in the correct fiscal year.

If you have any questions, please contact the Controller's Office via email at accounting@sandiego.edu. We have arranged to have a copy of this memo on our website (www.sandiego.edu/finance/accounting/controller.php) for your reference.

Thank you in advance for your compliance with these year-end procedures.