

**University of Houston-Clear Lake  
Administration and Finance  
FY 2024 End of Year Calendar**

Item	FY 2025 Due Date	Task	Description	Responsible Unit	Due To
Column 1	Column2	Column3	Column4	Column5	Column6
1	Friday, June 20, 2025	FY26 PS GL BUDGET_REFERENCE and DEPTID_ROLLUP trees	Review and finalize all FY26 PS GL Budget Related Trees for all campuses : BUDGET_REFERENCE tree and DEPTID_ROLLUP tree (Campus Budget Office)	Planning & Budget	PS GL
2	Friday, June 20, 2025	Encumbrance review and correction	Review for correction and/or release of all incorrect encumbrances for prior years and FY25 to date.	Departments	Accounts Payable/Travel
3	Friday, June 27, 2025	Purchase requisitions and contracts	All purchase requisitions and contracts for \$25,000.00 and above, on any funds, must be on the Procurement Department work list by 5:00 PM.	Departments	Procurement
4	Wednesday, July 2, 2025	Journal Entries for June	All journal entries to be posted in June should be on General Accounting work list by noon.	Departments	General Accounting
5	Wednesday, July 2, 2025	Payroll reallocations and corrections - June	All FY25 reallocations and corrections for June transactions must be received by Planning & Budget by 5PM.	Departments	Planning & Budget
6	Wednesday, July 2, 2025	Vacation Leave	Human Resources emails employees that are at risk of losing vacation at the end of FY25. Updated List will be sent on August 8, 2025.	Human Resources	UHCL Employees
7	Friday, July 4, 2025	PS Finance June month end close	Communicate monthly closing of PS for June.	General Accounting	Departments
8	Friday, July 11, 2025	FY25 Listing of employees who need to complete mandatory role-based training	Division-College Administrators to coordinate and provide list of employees who need to complete FY25 mandatory role-based training, such as cash handling and/or credit card merchant training, P-Card etc., Contact HR for questions.	Departments	HR - UHCL/UHS
9	Friday, July 18, 2025	Travel expense reports	Last day to submit FY25 travel expense reports for a guaranteed reimbursement in FY25.	Departments	Accounts Payable / Travel
10	Wednesday, July 23, 2025	Load FY26 S&W and non-S&W Budget	Load FY26 Salary & Wages and non-Salary & Wages budgets	Planning & Budget	PS GL
11	Friday, July 25, 2025	Verify Loaded FY26 S&W and non-S&W Budget	C/DA verify FY26 payroll and non-payroll budgets loaded correctly. Report problems to the Budget Office.	Planning & Budget	PS GL
12	Friday, July 25, 2025	Incomplete inventory notice	Distribution of incomplete inventory reports to Unit Heads and/or College Division Administrator	Asset Management	Unit Heads
13	Friday, July 25, 2025	Purchase requisitions and contracts	All purchase requisitions and contracts for \$15,000.00 to \$24,999.00, on any fund must be on the Procurement Department work list by 5PM.	Departments	Procurement
14	Friday, July 25, 2025	Promotional items through Ricoh	Last day to submit signed IDT/quotes to Ricoh for promotional items for FY25	Departments	Ricoh/Procurement
15	Thu, Jul 31, 2025	P-Card FYE Close	Remind DBAs/CBAs on important P-Card Dates for Year End Close	Account Payable	Departments
16	Friday, August 1, 2025	Vacation Leave	Human Resources emails employees that are at risk of losing vacation at the end of FY25 (2nd and final email)	Human Resources	UHCL Employees
17	Friday, August 1, 2025	Finance System Access	Chris Ross will email College/Division Administrators a list of employees who have Finance System access (spreadsheet) and a Finance Access Confirmation Form (PDF). CDAs should review the Finance System access list and e-mail the signed Finance Access Confirmation Form by September 1, 2025. If Finance System access needs to be added or removed, a Finance System Access Request Form to Chris Ross.	Departments	Business Operations
18	Friday, August 1, 2025	HR Security Access	College/Division Administrators to e-mail signed HR Security Access Audit Report. Any changes for access needs to notified to HR by August 31,2025	Departments	Human Resources
19	Friday, August 1, 2025	Campus Solutions Security Access	College/Division Administrators e-mail signed CS Security Access Audit Report by September 10,2025. Link to detailed instructions: <a href="http://uh.edu/campus-solutions/campus-solution-security/instructions-for-annual-audit.docx">http://uh.edu/campus-solutions/campus-solution-security/instructions-for-annual-audit.docx</a> When accessing the link, please select 'Open' from the pop-up message box. Email Chris Ross for questions.	Departments	Business Operations
20	Friday, August 1, 2025	Delegation of Authority Memo's	College/ Divisions can start e-mailing FY26 delegation of authority memos for contract signatures to the Debbie Carpenter. Use the memo templates on the OCA Signature Authority page: <a href="http://www.uh.edu/legal-affairs/contract-administration/signature-authority/">http://www.uh.edu/legal-affairs/contract-administration/signature-authority/</a> . Section 5.2 of SAM 03.A.05 requires delegation of authority memos to be sent to the Office of Contract Administration by September 1 of each fiscal year	Departments	Procurement
21	Friday, August 1, 2025	Transaction Approval Authority	C/DA submit FY26 authorized signature list for expenditure transactions (Transaction approval authority) by September 1, 2025	Departments	AVP Bus Op
22	Friday, August 1, 2025	Baseline Standards Form	C/DA submit FY26 Baseline Standards Form indicating persons responsible for completing administrative tasks within each department that ensure adequate internal controls. Due by September 1, 2025	Departments	AVP Bus Op
23	Saturday, August 2, 2025	Cash Handling	Petty cash and change fund custodians who want to renew their fund for FY26 can begin emailing Addendum A , Overage/Shortage Reports for the past 12 months (Addendum D), the most recent Audit/Review Report, Departmental Change Fund/ Petty Cash Certification form, and a justification memo for renewing their fund to Mila Bautista by August 31, 2025	Departments	General Accounting
24	Monday, August 4, 2025	Journal Entries for July	All journal entries to be posted in July should be on General Accounting work list by noon.	Departments	General Accounting
25	Monday, August 4, 2025	Payroll reallocations and corrections - July	All FY25 reallocations and corrections for July transactions must be received by General Accounting by noon.	Departments	Planning & Budget
26	Monday, August 4, 2025	P-Card Transaction Reallocations for September Statement	Departments may begin reallocating p-card transactions in GCMS for statement period ending 09/03/2024. Please note the early deadline for reallocations - 09/8/2025 5PM.	Departments	Accounts Payable
27	Tuesday, August 5, 2025	Incomplete inventory follow-up	Second Notice - Distribution of f incomplete inventory reports to Unit Heads and/or CDA	Asset Management	Departments, deans and directors

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28	Tuesday, August 5, 2025	Purchase Encumbrance and Pre-encumbrance correction/releases	All unnecessary pre-encumbrances, soft commitments/unprocessed vouchers or requisitions, etc. must be released, deleted and/or cleared by 5PM. Procurement Encumbrance Adjustment Form with appropriate approval/s to correct/release purchase order encumbrances for prior years and FY25 to date must be submitted to UHCLProcurement@uhcl.edu by 5PM.	Departments	Accounts Payable and Procurement
29	Tuesday, August 5, 2025	Accounts Payable/Travel Encumbrances & releases	Deadline to email Encumbrance Adjustment forms with appropriate approval/s to correct and/or release any encumbrances for prior years and FY25 to date to Accountspayable@uhcl.edu or TravelOffice@uhcl.edu by 5PM.	Departments	Accounts Payable / Travel
30	Wednesday, August 6, 2025	Ricoh - Bulk Mail	All bulk mail items must be received by Ricoh by 5PM.	Departments	Ricoh/Procurement
31	Wednesday, August 6, 2025	FY25 ePRFs	Last day to initiate to submit ePRFs for FY25 positions. All campuses	Departments	Human Resources
32	Friday, August 8, 2025	PS Finance July month end close	Communicate monthly closing of PS for July.	General Accounting	Departments
33	Monday, August 11, 2025	Purchase and contract requisitions	First day to submit FY26 purchase and contract requisitions (orders will not be received until after September 1, 2025). Note: Rental and maintenance are not automatically renewed at the end of FY25.	Departments	Procurement
34	Tuesday, August 12, 2025	Office of Information Technology (OIT) Instructional Design and Technology (IDT)- State Funds	All OIT IDT's on state funds must be received by OIT by 5PM.	Departments	Office of Information Technology
35	Tuesday, August 12, 2025	Purchase requisitions and standard contracts	FY25 purchase requisitions and standard contracts for \$500 - \$14,999.99 on any ledger must be on the Procurement Department work list by 5 PM.	Departments	Procurement
36	Wednesday, August 13, 2025	State and local vouchers	All state and local vouchers to be processed in FY25 must be on the Accounts Payable work list by 5PM.	Departments	Accounts Payable
37	Wednesday, August 13, 2025	State and local receiving reports	All state and local receiving reports to be processed in FY25 must be emailed to UHCLProcurement@uhcl.edu and Accountspayable@UHCL.edu by 5PM.	Departments	Accounts Payable
38	Thursday, August 14, 2025	FY26 ePRFs	Departments can begin creating and submitting FY26 ePRF Forms.	Departments	Human Resources
39	Thursday, August 14, 2025	Print Services	Last day to submit Print Services orders using local funds.	Departments	Ricoh/Procurement
40	Friday, August 15, 2025	Payroll reallocations and corrections - FY25 Period 12 - month of August	All FY25/Period 12 reallocations and corrections transactions must be received by Budget office by noon.	Departments	Planning & Budget
41	Monday, August 18, 2025	Purchase change orders	Last day to submit change orders for outstanding purchase orders.	Departments	Procurement
42	Tuesday, August 19, 2025	Mails - local funds	All mailings on local funds must be received by Ricoh by 5PM.	Departments	Ricoh/Procurement
43	Tuesday, August 19, 2025	SCR batches - local funds	SCR batches for local funds (with the exception of Ricoh) must be received by Accounts Payable by 5PM.	Service Centers & Service Center BCs	Accounts Payable
44	Wednesday, August 20, 2025	OIT IDT'S - Local Funds	All OIT IDT's on local funds must be received by OIT by 5PM.	Departments	Office of Information Technology
45	Thursday, August 21, 2025	Budget Journals - August	All August 2025 budget journals must be on Planning & Budget work list by 5PM.	Departments	Planning & Budget
46	Friday, August 22, 2025	SCR batches - local (Ricoh)	Ricoh SCR batches on local funds must be received by Accounts Payable by noon.	Service Centers & Service Center BCs	Accounts Payable
47	Friday, August 22, 2025	Annual Finance Security Access	Annual finance security access review. (Business Operations Analyst)	Departments	AVP Bus Op
48	Friday, August 22, 2025	Verifying Cell Phone Allowance	Verifying Cell Phone Allowance	Departments	AVP Bus Op
49	Friday, August 22, 2025	Credit Vouchers	Run batch processes to close or delete FY25 credit vouchers	Accounts Payable/ Departments	Accounts Payable
50	Friday, August 22, 2025	Consulting and Paid Professional Practice	Human Resources emails campus community regarding Outside Activities/Interest forms. Employees wanting to participate and/or continue participating must submit Consulting and Paid Professional Practice Form	UHCL Employees	Human Resources
51	Friday, August 22, 2025	FY Suspense Reports	Departments run FY Suspense reports and clear all suspense balances for FY25	Departments	Budget Office
52	Tuesday, August 26, 2025	FY26 department vouchers	First day to enter FY26 department vouchers.	Departments	Accounts Payable
53	Thursday, August 28, 2025	FY25 Deficit Fund Balance	Last day to clear FY25 deficit fund balance	Departments	General Accounting
54	Friday, August 29, 2025	FY26 Admin. Rate	FY26 Admin. Rate due to Financial Systems	Planning & Budget	UH Finance Systems
55	Friday, August 29, 2025	Annual Inventory of consumables	Ricoh closed for annual inventory.	Print Services	Ricoh/Procurement
56	Friday, August 29, 2025	Annual Inventory Audit	Ricoh closed for annual inventory audit.	Print Services	Ricoh/Procurement
57	Friday, August 29, 2025	Resale inventory	Annual inventory of consumable supplies must be received by General Accounting by 5PM.	Departments	General Accounting
58	Friday, August 29, 2025	Off-Campus authorizations	FY 2026 Off-campus authorization renewals for UHCL capital and controlled assets must be received by General Accounting by 5PM.	Departments	GA/Asset Management
59	Friday, August 29, 2025	Designation of Property Custodian	Designation of departmental property custodians for FY26 must be received by General Accounting by 5PM.	Departments	GA/Asset Management
60	Friday, August 29, 2025	Receiving FY25 orders	Last day to receive items ordered with FY25 funds.	Departments & Receiving Dock	Receiving Dock
61	Sunday, August 31, 2025	PS Finance not available	NO processing in PS Finance except for deposits \$100 or greater. NO vouchers create (close FY2025 Acctg Period 12 for AP&PO and FY2026 Acctg Period 1 for AP at 8am) so that it does not interfere with the PO Carryforward process. Also, departments should not attempt to finalize or partialize PO vouchers on August 31, as this will interfere with the PO Carry-Forward process as well.	Departments	Procurement, Accounts Payable, General Accounting, Student Business Services
62	Mon, Sep 1 to Wed, Sep 3, 2025	No new P-Card charges	Departments refrain from using their P-cards during this timeframe.	Departments	Accounts Payable
63	Tuesday, September 2, 2025	Journal entries for August	All journal entries to be posted in August should be on General Accounting work list by noon.	Departments	General Accounting
64	Wednesday, September 3, 2025	Payroll reallocations and corrections - Period 998 August	All FY25/*998 reallocations and corrections for August transactions must be received by Budget office by noon.	Departments	Planning & Budget

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65	Friday, September 5, 2025	P-Card Expense Report Available	Departments may run their p-card expense reports in Citibank GCMS.	Departments	Accounts Payable
66	Monday, September 8, 2025	PS Finance August month end close	Communicate monthly closing of PS for August.	General Accounting	Departments
67	Monday, September 8, 2025	P-Card Processing for September statement	Departments and business administrators must complete reallocation/review and upload of backup documents to PeopleSoft by 5PM for statement period ending 09/03/2025.	Departments	Accounts Payable
68	Monday, September 8, 2025	Fraud Risk Assessment	Distribution of Fraud Risk Assessment Survey to Departments.	General Accounting	Departments
69	Friday, September 12, 2025	P-Card Citibank Vouchers	Approve all Citibank vouchers by 5PM.	Accounts Payable	Accounts Payable
70	Monday, September 15, 2025	P-Card credit limit changes	Departments to be notified of P-Card credit limit changes	Procurement/AVP Bus Operations	Departments
71	Tuesday, September 16, 2025	P-Card Expense Accrual	By 5PM, P-Card payable accrual for goods received or services rendered on or before 08/31/2025 based on P-Card statement period ending 09/03/2025.	AP/General Accounting	General Accounting
72	Tuesday, September 16, 2025	Accounts Payable Accrual	Accounts Payable accrual for goods received or services rendered on or before 08/31/2025 with a payment date of 09/15/2025 or earlier.	AP/General Accounting	General Accounting
73	Tuesday, September 16, 2025	Communicate Accounts Payable Accrual completion	General Accounting to communicate A/P accruals and P-Card accruals to all departments. Departments to start reviewing cost centers for clean up.	General Accounting	Departments
74	Thursday, September 18, 2025	PS Finance 998 soft close	PS Finance 998 closed for departments	General Accounting	Departments
75	Friday, September 26, 2025	Fund Equity Sweep	Budget Office to sweep FY 25 fund equity per guidelines approved by President.	Planning & Budget	Departments
76	Friday, September 26, 2025	Library book write-down due	Library book write-down due to General Accounting.	Library	General Accounting
77	Tuesday, September 30, 2025	FY25 Mandatory Training	All employees will receive an email from Human Resources with a link to FY26 required online training. All training must be completed by November 21st.	Human Resources	UHCL Employees
78	Thursday, October 2, 2025	Journal Entries for Sept	All general ledger journal entries to be posted in September should be on General Accounting work list by noon.	Departments	General Accounting
79	Friday, October 3, 2025	Fraud Risk Assessment	Fraud Risk Assessment Survey completed and return to General Accounting - Asset/Risk Management c/o Fred Holmes	Departments	General Accounting
80	Saturday, October 11, 2025	Endowment allocations	FY25 endowment earnings allocations posted.	General Accounting	General Accounting
81	Thursday, October 16, 2025	Deficit Clearance	After close of period 998 and endowment income, debt service, and corrections are posted, Budget Office will email list of departments with deficits by fund group to College/ Division Administrators. Division Administrators will email Budget Office a plan to correct the deficits in FY26.	Departments	Budget Office & AVP Business Ops
82	Thursday, October 16, 2025	FY25CLOSE for all campuses	NO MORE Journals TO FY25. FY25 PS GL close for all campuses	General Accounting	UH Finance Systems
83	Saturday, October 25, 2025	Endowment Risk Assessment Budget Analysis Report	Endowment Risk Assessment Budget Analysis Report submit to Departments	General Accounting	Departments
84	Friday, October 31, 2025	Sources and Uses	Sources and Uses Report due to Austin	General Accounting	UH Financial Reporting
85	Wednesday, December 3, 2025	Endowment Risk Assessment Budget Analysis Report	Responses on the Endowment Risk Assessment Budget Analysis Report	Departments	General Accounting
86	Saturday, December 13, 2025	Academic Centers Annual Report	Academic Centers Annual Report due to the President and a copy to the AVP Bus Ops	Departments	AVP Bus Op

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