

Fiscal Year-End 2025: Posting, Payment, and Accrual Deadlines ^[1]

March 19, 2025 by [Staff](#) ^[2]

POSTING & PAYMENT DEADLINES

If you miss a deadline, please continue to send documents to the PSC. The PSC will continue to process after published deadlines but cannot guarantee payment/posting will occur by FYE.

Friday, June 13, 2025 (6:00 p.m.) – To ensure payment in FY 2025:

- Last day to provide supplier information to request a new supplier or update an existing supplier. (Most new suppliers need to complete registration in the CU Supplier Portal. Current supplier address updates can be emailed to CUSupplier@cu.edu ^[3])
- Last day to submit paper forms (PA, NRI, SSP). Email to APinvoice@cu.edu ^[4]. (Include all required documentation and approvals. Departments may need to include supplier W-9/W-8 forms with PA/SSP forms.)
- Last day to provide campus approval for Payment Vouchers in CU Marketplace. (Include all required documentation and approvals.)
- Last day to submit supplier invoices to the PSC (to ensure payment in FY25). Email to APinvoice@cu.edu ^[4]. (PO/BPO # must be noted on invoice. Supplier payment terms apply.)
- Last day to provide campus approval for employee and non-employee travel/expense reimbursements in Concur.
- Last day to close POs so they don't roll forward into the new fiscal year. Email requests to changeorder@cu.edu ^[5].
- Last day to add money to BPOs/SPOs so they will roll forward and can be used in the new fiscal year; BPOs/SPOs must have at least \$1 balance in order to roll forward. Email requests to changeorder@cu.edu ^[5].

Friday, June 20, 2025 (6:00 p.m.) – To ensure payment in FY 2025:

- Last day to provide campus approval for Procurement Card expense reports in Concur (the rest will be accrued).

Monday, June 30, 2025 (12:00 noon) – Last day of FY 2025

Last day to submit requests to cancel AP checks. Submit Warrant Adjustment form to APinvoice@cu.edu ^[4].

Goods and services must physically be received by this date in order to be accounted for in FY 2025.

All PO/SPO invoices sent to PSC through 7/2/25 at noon will be input and accrued as FY25 business. Email to APinvoice@cu.edu [4]. **Do not send invoices for FY26 business until July 7, 2025 and after.**

FYE [6], [fiscal year-end](#) [7]

Send email when Published:

Yes

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