

**From:** [uwtEmployees](#) on behalf of [DIVISION OF FINANCE & ADMINISTRATION via uwtEmployees](#)  
**To:** [uwtEmployees@uw.edu](mailto:uwtEmployees@uw.edu)  
**Subject:** [uwt:Employees] Fiscal Year-End Deadlines  
**Date:** Monday, May 19, 2025 2:18:23 PM



## DIVISION OF FINANCE & ADMINISTRATION

May 19, 2025

Dear colleagues,

As we near the close of Fiscal Year 2025, your attention to year-end financial deadlines is essential to ensure timely processing and accurate reporting across our campus. UW recently communicated their fiscal year-end deadlines ([Procurement Fiscal Year End Deadlines](#) and [UW Financial Reporting Fiscal Year End Deadlines](#)) and as a result, Fiscal Services has developed the [FY25 Fiscal Year Deadlines for Tacoma schools and units](#). These dates align with UW guidance and allow sufficient time for review and processing by Fiscal Services. Please review the attached and share this information with your employees – your cooperation and early action will help ensure a smooth closeout.

### Summary of Key FY25 Deadlines

The dates below apply to all goods received and services rendered by June 30, 2025. Please refer to the [FY25 Fiscal Year End Deadlines document](#) for additional details.

#### Procurement & Purchasing

- Non-Catalog Requisitions: May 26
- Catalog Requisitions: June 3
- Invoice Match Exceptions (Receiving): June 6
- Supplier Invoices: June 10
- Miscellaneous Payments: June 10
- Field Advance Spend Downs: June 13
- ProCard Transactions: June 16
- Invoice Match Exceptions (Non-Receiving): June 23

#### Travel & Reimbursements:

- Central Travel Accounts (CTA): June 6
- Expense Reports: June 10

#### Assets & Receivables

- Asset Record Completion: June 23
- Deposits (Cash, Checks, ACH, Wires): June 23
- External Invoices/Third Party Contracts: June 23
- Internal Service Deliveries (ISDs): June 27
- TouchNet Credit Card Payments: June 30

#### Accounting & Correcting Entries

- Correcting Journals and Accruals: July 8
- Payroll Accounting Adjustments: July 9
- Sweeps, Deficit Reviews, Final Balances: July 10

#### Fiscal Year-End Closing Review Checklist

- Window for completion will be July 15 - August 15, 2025

Fiscal Services will continue to work closely with schools and units as we approach year-end and will reach out directly regarding any pending issues or outstanding items that require action. The more schools and units are able to clear outstanding items and complete transactions ahead of June 30, the better positioned we will be to complete the Fiscal Year-End Closing Review Checklist required by Central. We will provide more guidance to administrators regarding completing the checklist shortly.

If you have any questions or anticipate challenges meeting these deadlines, please reach out to Fiscal Services at [tacfiscal@uw.edu](mailto:tacfiscal@uw.edu) as soon as possible. Thank you for your diligence and partnership as we work together toward a

successful year-end close.

Sincerely,

Cherie Berthon  
Associate Vice Chancellor for Planning & Budget

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