TEXAS A&M UNIVERSITY
CORPUS CHRISTI

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June 26, 2026

TO: ALL DEANS, DIRECTORS, AND DEPARTMENT HEADS

FROM: Will Hobart, Director of Procurement and Disbursements

SUBJECT: **YEAR-END DEADLINES - PURCHASE REQUISITIONS FOR FY 2026**

The deadlines and instructions for on-line submittal of requisitions for the remainder of Fiscal Year 2026 are listed below.

FISCAL YEAR 2026

Type of Purchase	**Deadline**
Project Initiation Requests submitted to Administrative Operations	June 29, 2026**
Software or hardware purchases requiring a contract review for IT compliance	July 1, 2026
Requisitions ($50,000 or above) Formal bids required	July 20, 2026
Requisition ($≤ 50,000) informal bids required	July 31, 2026
Telecom requests that will be done & billed for FY26 fund use	August 14, 2026
State & TX MAS Contracts, Cooperatives and Blanket Awards	August 21, 2026
Delegated Purchase Orders in IslanderBuy (< $5,000)	August 28,2026
Procurement Credit Card purchases	August 21,2026

****Any Project Initiation Requests submitted after the deadline will be reviewed on a case-by-case basis and may not be able to be completed by August 31st.**

GRANT Accounts

If you have a grant account and an exception is necessary to meet your contractual obligation, it will be granted after review on a case-by-case basis.

Year-End Closeout Workshop

The Procurement & Disbursements and Accounting departments will hold a "FY26 Year-End Closeout Workshop" on the days listed below. Departments are encouraged to send representatives to the year-end closeout workshop. It is recommended that employees, who work in FAMIS or IslanderBuy, attend a workshop.

DATES	***LOCATION***	***Time***
Wed, July 8, 2026	*OCNR 117*	*9:00 – 10:30 AM*
Wed, July 15, 2026	*OCNR 117*	*9:00 – 10:30 AM*

The year-end workshop will explain procedures, answer questions, and review Object Codes.

Topics below are a brief review of what is required to help you have a successful year-end close out and will be discussed in detail at the workshop.

SSC Billings

For FY 2026, SSC will be closing out their billings on August 31, 2026.

Open Commitment Report

Departments should review and monitor their Open Commitment Reports on a monthly basis by using Screens 021 and 022 in FAMIS or in Canopy (FRS>Account>Open Comm). In September, the Procurement & Disbursements Department will review the status of all open commitment reports.

Encumbrances can only be rolled forward based upon a valid purchase order that can be verified as received by Friday, August 31, 2026. The state requires an accurate detail of all open commitments to be rolled into the next fiscal year.

Rollover of Funds

Description	Account Prefix	Rules for closing out funds at year end
State accounts, includes lab fee accounts	"12", "13", "16", "17" & "18"	Funds to cover encumbrances are carried forward to the next fiscal year.
Research Development	"14xxxx"	Funds may be carried over to next year if within the biennium
HEF funds	"1609xx"	Funds to cover encumbrances are carried forward to the next fiscal year.
Designated Tuition-funded accounts	"28"	Funds to cover encumbrances are carried forward to the next fiscal year.
Fee-funded accounts-usually have the word "Fee" in the title	"2" & "3"	Funds to cover encumbrances are rolled forward to the new fiscal year.
Program accounts	Usually "2"	These accounts have been opened for a program or event and year-end processing of funds is determined by the account manager or program needs.
Grants and Contracts	"5" or "6"	Fiscal year and project length are determined by the awarding entity and funds are rolled forward according to the grant or contract.
Construction	"83xxxx" – "84xxxx" "8307xx"	Most construction related accounts only roll forward funds to cover encumbrances. Construction accounts funded by gifts roll forward.

Receiving Report

On-line receiving for all items received prior to August 31, 2026, should be entered into the system by August 31, 2026.

All services received after August 31, 2026, will be charged to FY2027 accounts.

Important Note: Order(s) placed using FY2027 funds, and which are delivered before September 1, 2026, will be paid with FY2026 funds.

One-Card Non-Travel Expenses

- Last day for purchases on Non-Travel is Friday, August 21, 2026, to allow transactions to post by Monday, August 31, 2026.

- Reconciliation for Expense Reports will be for all items posted from August 1, 2026, through August 31, 2026.
- Expenses not reconciled by August 31, 2026, will roll to FY27.
- Expense reports with State funds are due in Emburse no later than 12:00 p.m. on Monday, August 17, 2026.

Schedule One-card Non-Travel Expenses

- 2026 – Year End Reports – Best Practice should be to submit Non-Travel report as soon as possible after items post in Emburse.
- 2026 – Year End State Reports – Reports with State Accounts must be submitted in Emburse by 12:00 pm on Monday, August 17, 2026.

One-Card Travel Expenses

If you are traveling in early September and plan to use 2026 funds, you can encumber funds in Emburse as travel only expenses (i.e., flights, conference registration or any type of deposit). These expenses will need to be reconciled using the information below. Otherwise, you must wait until September to process any 2027 travel.

All State travel related expenses incurred must be processed on an Emburse Expense Report (FY2026 funds) by Monday, August 24, 2026. Expense reports must be received in the Travel back office by Friday, August 28, 2026, in order to use FY2026 funds. Expense reports processed on September 1, 2026, and beyond will be posted as FY2027 activity. If funds were encumbered properly, the encumbrance and related budget will roll forward to cover these charges.

Non-PO Invoices

Items being paid on a Non-PO Invoices must be approved in IslanderBuy and received by the Accounts Payable Department by Wednesday, August 19, 2026, by 5:00 pm to be processed with FY2026 funds. No manual payables will be created. The first payment for FY2027 will be issued approximately Monday, September 7, 2026. Invoices received by Accounts Payable after Friday, August 21, 2026, will not begin to be paid until FY2027 is opened for processing, which could be approximately Monday, September 7, 2026.

Petty Cash

All requests for Petty Cash received in the Business Office on or before August 31, 2026, will be processed with FY2026 funds. Petty Cash requests received after this date will be processed with FY2027 funds. Please keep in mind that Petty Cash reimbursements cannot exceed $50.00.

Payroll

To meet state and federal reporting requirements, there are important deadlines for all FY 2026 payroll documents.

- The FY2026 PCT (Payroll Cost Transfer) documents need to be in the COMPLETED status by August 18, 2026.

- One-time payment business process for **biweekly extra pay** using FY26 funds must be fully completed in Workday by these deadlines; the last biweekly payday for FY26 will be Friday, August 21, 2026.
    - Those with an effective date **prior** to August 1, 2026 must be fully completed in Workday by August 13, 2026
    - Those with an effective date **during** August, 2026 must be fully completed in Workday by August 17, 2026.

- One-time payment business process for **monthly extra pay** using FY26 funds must be fully completed in Workday by these deadlines; the last monthly payday for FY26 will be September 1, 2026.
    - Those with an effective date **prior** to August 1, 2026 must be fully completed in Workday by August 17, 2026
    - Those with an effective date **during** August, 2026 must be fully completed in Workday by August 21, 2026.

Fiscal Year 2027

Departments will be able to enter Fiscal Year 2027 requisitions into IslanderBuy at any time. Encumbrances in FAMIS should occur as soon as the FY2027 Budgeted Funds are available.