

IMMEDIATE ATTENTION

February 28, 2025

MEMORANDUM

TO: Cost Center Managers and Budget Authorities

FROM: Francisco Lopez, Comptroller

SUBJECT: Closing Dates, Fiscal Year ending June 30, 2025
Grants ending June 30, 2025

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Schedule for Year-End Closing FY 2024/2025

Note: Vice Presidents may impose earlier due dates

Date	Deadline	Notes
Mar 14	2024/2025 Bids & Solicitations	Last day to submit a Requisition greater than \$65,000 for this fiscal year (2024/2025) .
Mar 14	2024/2025 Bids & Solicitations	Information is due (not a requisition) for goods/services greater than \$65,000 for next fiscal year with a July 1 start. This information will be used to generate a formal bid or quote (e.g., a contract for \$65,000 beginning July 1, 2025 will have a PO on/about July 1, 2025 but will need to go out for bid in April). Do not submit a requisition until July 1, but be sure funding for next fiscal year will be available.
Mar 31	2024/2025 Property Inventory	Last day to complete the 2024/2025 annual Property Inventory.
Apr 04	Printed Marketing Materials	Last day to submit a request to Marketing & Communications for printed marketing materials for this fiscal year (2024/2025), including reorders. This includes promotional items, table throws, flyers, banners, etc. Submit requests via sfcollege.edu/marcom .
Apr 18	Spend Authorizations for Travel (FY 2025-2026) may begin	Spend Authorizations for Travel occurring next fiscal year (July 1 or later) may be created in Workday starting today. Be sure to change the FY to 2026 when entering travel for next fiscal year.