

Key Closing FY 2024-2025 Dates

5/12	Cutoff date for requisitions to be in purchasing
5/27	Deadline for pay dates ranging 4/1-4/30
6/10	Deadline for payroll reallocations for pay dates ranging from 5/1-5/31
6/11	All PARs and other pay documents for work performed in FY2024-2025 for biweekly employees must be received by Human Resources
6/13	Cutoff date for Mail/Distribution Services
6/13	All PAR's and other pay documents for special, extra, grant or any other type of compensation for monthly employees, must be received by Human Resources
6/17	Cutoff date for procurement card charges for grants that end 6/30
6/17	Cutoff date for purchases made via procurement card to ensure 6/30 posting date
6/20	Cutoff date for receipts to be submitted to Student Account Services for FY 2024-2025 petty cash disbursements
6/20	Deadline for FY25 payroll reallocations for pay dates 6/1-6/6
6/26	Final FY25 vendor checks written
6/26	Final FY25 student checks written
6/27	All cash received must be deposited with Student Account Services by 12 p.m.
6/30	All goods or services charged to FY 2024-2025 must be received
6/30	FY25 ends
7/1	Delivery of orders purchased with new-year funds can be received
7/2	Cutoff date for procurement card reconciliation through June 25
7/3	First FY26 check run
7/7	Parked vendor invoices to be charged against FY 2024-2025 must be in Accounts Payable
7/7	FY25 travel expenses must be submitted to accounts payable
7/7	All NKU Foundation receipts in transit at June 30 must be deposited and posted
7/7	Deadline for FY25 interdepartmental billings to be submitted in MyNKU
7/7	Cutoff date to submit Parked customer invoices/notify the Office of Financial Services of all outstanding credits/revenues (receivables) due to NKU
7/7	Goods receipt of purchase order for goods and services received prior to June 30 must be entered in SAP
7/8	Deadline for FY25 payroll reallocations for pay dates 6/7-6/20
7/8	Cutoff date to reconcile procurement card for June 26-30 purchases
7/11	Deadline for FY25 Parked customer invoice workflow approval
7/11	Deadline for FY25 recodes to be submitted in MyNKU
7/14	Information regarding FY 2024-2025 payables is due to the Office of Financial Services
7/14	Cutoff date to notify Purchasing of all outstanding payables for Project POs, Grant Pos, and Personal Services Contracts
7/14	Deadline for FY25 Interdepartmental bill workflow approval
7/16	Deadline for FY25 recode workflow approval
7/16	Deadline for FY25 payroll reallocations for pay date 7/18/25
8/4	Budget transfers due to the Office of Budget, Financial Planning and Analysis