

Unrestricted Funds

Activity	Deadline
Review Financial Activity (Banner Self- Service or E-print) and Tigerbuy POs (FPIOPOF)	On-going
FY25- De-obligate or Expire unused encumbrance balances: Non-Travel Purchase Orders: Submit Change Order - Instructions Expire Travel Preapprovals in Chrome River: email sharedservices@memphis.edu for assistance	Friday, May 30, 2025
Complete FY25 Purchase Orders by receipting goods and services in Tigerbuy and Submit Payment Request through Vendor Payment Transmittal Portal	Friday, June 13, 2025
FY25 - Chrome River upload receipts and file expense reports for Travel and Non-Travel claims: Travel Inquiries - sharedservices@memphis.edu Non-Travel Inquiries - accountspayable@memphis.edu (Travel trips with end dates in July will be charged against FY26 funds)	Thursday, July 3, 2025
FY25 Last Day to Submit Invoices: Submit Payment Request through Vendor Payment Transmittal Portal	Thursday, July 3, 2025
Time Sheet for BW13 Biweekly Payroll (June 2nd - June 15th)	Friday, June 13, 2025
Time Sheet for Split BW14 Biweekly Payroll (June 16th – June 30th)	Thursday, June 27, 2025
FY25 Transfer Vouchers: accounting@memphis.edu	Thursday, July 03, 2025
FY25 Submit Invoices for Accruals to Accounting accounting@memphis.edu	Start Accepting Accruals Monday, July 07, 2025 Projected End Date for Accepting Accruals Thursday, July 31, 2025

As we approach June 30th, the end of FY2025, the Accounting Office is reminding financial managers, administrative officials, department heads, and directors of accounts to carefully review your financial activity and submit corrections to the Accounting Office as soon as possible.

Remember that you may monitor your account activity by accessing Banner Self-Service or INB. This allows you to review current activity within your account and eliminates the need to wait for e~Print reports.

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SIGNIFICANT DEADLINES:

ACTION ITEMS

- **June 30, 2025, Preliminary Year-End Reports**

On Tuesday, July 2, 2025, Preliminary Year-End June reports will be available via E-Print. Please review these reports and submit notification of corrections to the Accounting Office by Monday, July 7, 2025.

NOTE: June – September 2025 final reports will not be available until mid-October 2025.

- **Obligations**

Please review your accounts for Tigerbuy Purchase Orders using the FPIOPOF screen in Banner INB or SSB Encumbrance Query to determine which open purchase orders require invoices, are no longer required, and which ones need to be carried forward into FY26. Please note that this review should be done throughout the year, as well as at year-end. Non-Travel Purchase Order Adjustments / Change Orders for FY25 should be in Procurement by Friday, May 30th.

NOTE: FY25 Chrome River Travel Preapprovals will roll to the new fiscal year. All other travel (Student and Guest) purchase orders will be de-obligated and closed by Shared Services.

- **Invoices**

Ensure all purchases received for FY2025 are receipted in Tigerbuy by Friday, June 13, 2025. If invoices are sent directly to your department, please submit the request for payment to the [Vendor Payment Transmittal Portal](#) by the deadline date. Ensure you include the approved invoice, purchase order number and receipt number for payment processing.

- **Staples Purchases**

Orders submitted in the month of June that are delivered and receipted by Friday, June 20th will be charged to FY 2025. Orders delivered after June 30th will be charged to FY26.

- **Chrome River Travel Claims:**

Last Day to submit outstanding FY25 travel claims in Chrome River is Thursday, July 3, 2025. Contact Shared Services Office at sharedservices@memphis.edu with any questions.