

# Slippery Rock University of Pennsylvania

## Fiscal Year End – June 30, 2025

As we approach our June 30<sup>th</sup> fiscal year-end, please remember the important due dates and ensure they are factored into your department's plan for fiscal year (FY) 2025.

If you have general questions, comments, or concerns about our year-end processes, please contact [John Simon](#), Controller.

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### GOODS AND SERVICES

Catalog orders (i.e. Amazon, Staples) - For goods to be delivered prior to June 30, 2025, must be entered in SourcePoint and approved by your manager by May 16, 2025.

Non-Catalog orders - For services to be provided prior to June 30, 2025, must be entered in SourcePoint and approved by your manager by May 2, 2025.

Purchase Requests -Users can create a PR in FY25 with a delivery date for the next year. It is important to note that the Availability Control (budget checking) for the next fiscal year is not turned on until Close of Business on June 30, 2025. Any PRs created for the next fiscal year are not subject to budget checking and will consume the new year's budget (FY26) when loaded.

Invoices - For services or goods provided/delivered prior to June 30, 2025, they must be submitted to Accounts Payable as soon as possible but no later than July 8, 2025. Invoices requiring your approval in Sourcepoint for services prior to June 30, 2025, need approved by June 30, 2025, as backdating is not permitted in Sourcepoint.

Receiving Merchandise – Merchandise delivered on or before June 30, 2025, must be received in SourcePoint by the requisitioner before the end of day on June 30, 2025.

Direct Payment Request Forms – Direct Payment Request Forms for something that occurred on or before June 30, 2025, must be received in Accounts Payable no later than July 8, 2025.

### 10-Month Employees or Anyone Away from SourcePoint Access for a Period of Time:

Please take time to Delegate authority to someone to approve invoices or orders in your absence. Otherwise, orders and payments will not be processed.

Please contact [Linda Moore](#) with any questions.

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### TRAVEL EXPENSES

Travel expense reimbursement requests should be submitted through the Travel Management System no later than June 13th, for travel through May 31, 2025. For travel reimbursements for June 1st through June 30th, the travel expense reimbursements must be submitted no later than July 8, 2025, and fully approved by July 9, 2025.

Note: If there is June travel and a travel request was not previously submitted prior to June 30, Faculty and Staff should submit only an expense report through the Travel Management System and not submit a travel request and then an expense report. The expense report will go through the approval flow and the travel request in this case just creates extra work for users.

Fiscal year 2025 travel reimbursement requests submitted after July 8<sup>th</sup> will not be reimbursed.

Please contact [Travel](#) with any questions.

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### PURCHASING CARDS

Purchasing card transactions posted on or before June 30, 2025, will utilize your FY 2025 budget. Please take into consideration that credit card transactions could take 3-5 business days to post. Please plan accordingly if you are using your FY 2025 budget. Any transactions that are posted after June 30, 2025, will utilize your FY 2026 budget.

Cardholders should have their receipts uploaded, and transactions signed off by July 3, 2025. Managers should approve their team's transactions by July 7, 2025.

Please contact [Linda Moore](#) with any questions.

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### BUDGET

The last day to submit budget transfers for the current fiscal year is June 30, 2025. Outstanding commitments and the associated budget (for purchase orders, purchase requests, travel requests and funds reservations) will carry forward to the new fiscal year July 1, 2025. The new fiscal year's original, or "initial" budget will also be available July 1, 2025.

As a reminder, the remaining budget in the following funds will not be carried forward at the departmental level as 902 Reserves: General Operating (fund 1000), Student Life Enhancement (fund 1923), Academic Enhancement (fund 1924) and Technology Fee (fund 1925). All other funds, including Self-Supporting, Grants and Auxiliaries, will carry forward their fund balances.

For questions regarding budget, please contact Financial Planning & Analysis [financialplanninganalysis@sru.edu](mailto:financialplanninganalysis@sru.edu).

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### EXPENSE TRANSFERS

If you have any expenditure transactions that should be recorded differently to better reflect the nature of the transaction. Please review your reports now and if necessary, request any needed adjustments as soon as possible.

The last day to submit Expense Transfer Request for FY 2025 expenses is July 8, 2025.

For questions regarding expense transfers, please email [Kelly Robinson](#), Accounting Manager.

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