



2026 Fiscal Year-End Closing Calendar

SUMMARY:

This document contains the fiscal year-end deadlines in chronological order. It is important to adhere to these deadlines as they are designed to ensure that year-end accounting reports are accurate and timely. Please refer to the respective section of the Fiscal Year-End Closing Schedule for additional details on these deadlines.

DEADLINE DATE (2026)	DEADLINE	REFER TO SECTION
Wednesday, June 3	FY26 IT requisitions to IT Procurement	Section B
Wednesday, June 3	Michigan Tech Fund endowed check requests	Section E
Friday, June 5	FY26 purchase requisitions to Purchasing	Section B
Friday, June 12	General fund and non-general fund transfers	Section A
Friday, June 12	Requests for invoices to Accounts Receivable	Section E
Friday, June 19	Michigan Tech Fund non-endowed check requests	Section E
Friday, June 26 by 2:30 pm	Cash sales, gate receipts, or other cash collected to Cashiers Office to deposit	Section E
Wednesday, July 8	Inter-departmental charges/credits and reallocation of expenditures	Section D
Wednesday, July 8	Check requests to be expensed in FY26 must be received in Accounts Payable	Section F
Wednesday, July 8	Petty cash vouchers for June expenses must be submitted to travel@mtu.edu	Section F
Wednesday, July 8	Paper travel reports must be submitted to travel@mtu.edu	Section F
Friday, July 10 by 6:00 pm	P-Card reports must be submitted and approved by 6:00 pm	Section C
Friday, July 10 by 6:00 pm	Concur travel reports must be submitted and approved by 6:00 pm	Section F
Tuesday, July 14	Items shipped by June 30 are expensed in the current fiscal year; submit approved invoices to Accounts Payable	Section F
Wednesday, July 15 by 12:00 pm	Payroll reallocations must be submitted to Payroll Services by 12:00 pm	Section G