



COPPIN
STATE UNIVERSITY
— EST. 1900 —

COPPIN STATE UNIVERSITY
CONTROLLER'S OFFICE
FY 2026 FISCAL YEAR - END CLOSE OVERVIEW

*This document may be found on the CSU website> Offices and
Departments> Controller's Office> Forms and other Downloads*

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MAY 2026

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1 <small>Full moon</small>	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25 <small>Memorial Day</small>	26	27	28	29	30
31 <small>Full moon</small>						

JUNE 2026

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19 <small>Juneteenth Day</small>	20
21	22	23	24	25	26	27
28	29	30				

JULY 2026

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1	2	3 <small>Independence Day</small>	4 <small>Independence Day</small>
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31 <small>Full moon</small>	

Summary of Scheduled Timelines

for Fiscal 2026 Year – End

Closing

Cut-off Date	Transaction
Friday MAY 15th	P Cards: P Cards will be closed for FY 2026. Exceptions to this timeline will be for essential services only and must be approved by the Vice President of Administration and Finance.
Friday MAY 15th	FY 2026 Requisitions: State-funded requisitions must be approved, and budget checked in Workday by this date. Failure to meet this deadline will result in these expenditures being charged to FY 27 budget. Exceptions to this timeline will be for essential services and grant funded projects.
Friday MAY 15th	FY 2026 Spend Authorizations: All spend authorizations for travel by June 30, 2026, must be approved, and budget checked in Workday by this date. Failure to meet this deadline will result in these expenditures being charged to FY 27 budget.
Friday MAY 15th	Budget Transfers: All budget transfer requests are due to the Budget office or Grants office.

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<p>Friday JUNE 5th</p>	<p>Third Party Billing: Requests to external agencies (e.g. Grants, MHEC, and BCPS) are due in the Controller's Office, Bursar / Student Accounts Department.</p>
<p>Monday JUNE 15th</p>	<p>Working Fund Reimbursements: Working Fund reimbursements with the proper supporting documentation (PO, original receipts, team travel roster, etc.) and approvals are due in the Controller's Office, Accounting Department.</p>
<p>Thursday JUNE 18th</p>	<p>FY 2026 Invoices: All FY 2026 invoices must be received in the Accounts Payable Department for FY 2026 processing. Invoices received after this date will be charged to FY 2027 budgets.</p>
<p>3:00 PM, Tuesday JUNE 30th</p>	<p>Deposits: Deposits to be credited to FY 2026 must be received at the cashier's window on or before 3:00 p.m.</p>
<p>Tuesday JUNE 30th</p>	<p>Business Travel: Employee travel expense reimbursements must be received in the Accounts Payable Department to be charged to FY 2026 (travel must be completed on or before June 30, 2026).</p>
<p>Monday JULY 6th</p>	<p>Requisitions and Spend Authorizations: FY 2027 fiscal year requisitions and spend authorizations may be entered into Workday.</p>
<p>Monday JULY 6th</p>	<p>Third Party Invoice Reconciliations: Third party invoice reconciliations are due in the Controller's Office, Bursar / Student Accounts Department.</p>
<p>Wednesday JULY 8th</p>	<p>PCARD Reallocations: University P Card June 25 statement verifications must be completed and approved by Usource Manager on Workday by the 8th of the month. Any outstanding P card charges from previous periods must be fully approved by July 8, 2026.</p>
<p>Wednesday JULY 8th</p>	<p>Internal Service Delivery (ISD) & Journal entries: Interdepartmental invoices, expenditure transfers, recharges/chargebacks (e.g. Parking, Mail and Print) are due in the Controller's Office, Accounting Department.</p>
<p>Thursday JULY 9th</p>	<p>P Card Accrual Reallocations: P Card Accrual reallocations must be recorded in Workday for charges posted at the bank between June 26-30, 2026.</p>
<p>Friday JULY 10th</p>	<p>Purchase Orders & Spend Authorizations close out: All FY 2026 purchase orders and travel requests will be closed out in Workday.</p>

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Purchasing Cards (P-Card) for Goods and Services Timeline: Friday, May 15, 2026

Purchasing Cards- The use of P-Cards and the processing of requisitions will be controlled unless the expenditure is an emergency.

Any exceptions to this timeline will be for essential services only and must be approved by the Vice President of Administration and Finance.

Contact: Christina Blair, Director of Procurement at ext. 3792, cblair@coppin.edu

Requisitions for Goods and Services Timeline: Friday, May 15, 2026

All FY 2026 State-funded requisitions must be entered, budget checked and **fully approved** in the Workday (WD) system by May 15th.

Please plan accordingly as some items may require longer approval turnaround time. Review your calendars through the 2026 fiscal year-end for any business travel, events, Summer I programs, supplies, technology software, and new equipment that will require the completion of a requisition, IT approval or spend authorization. P-Cards will also be unavailable after May 15th.

Requisitions already in process will be reviewed by the Procurement Office for conversion to a purchase order.

Any requisition that has not been approved and budget checked by May 15, 2026, will not be processed by the Procurement Office. The requisition will have to be re-entered into Workday for the new fiscal year (FY) 2027.

Contact: Charlie Bailey, Purchasing Manager for Procurement at ext. 3791, cbailey@coppin.edu

Open Commitments & Obligations (Encumbrances)

Open commitments and obligations, also called encumbrances, reserve funds from your budget for specific goods or services acquired via requisitions and purchase orders. Normally, open commitments begin with a purchase requisition charged against your budget. After the requisition (commitment) has been approved and budget checked, it is then converted to a purchase order (obligation) by the Procurement Office.

It is important to review the open commitments and obligations charged against your budget on a regular basis. Funds reserved for specific purchase order commitments cannot be used for any other purpose.

Open Commitment (Requisitions) and Obligations (Purchase Orders) Review

Identify and review your open commitments. If you need help reviewing your open commitments, contact the Procurement department ext. 3791

You can also navigate to “Find Requisitions” in Workday to review your open commitments.
You can navigate to “Find Purchase Orders” in Workday to review your open obligations.

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Open Commitment questions you should ask yourself and act upon:

- Do I have any open commitments on my budget(s)? page 6 of 11
- Are they current?
- If they are current, do I anticipate receiving the goods or services on or before 06/30/2026?

- Do I have open commitments on my budget that have not had activity in two months or more? If yes, research them further.
- Does the commitment still belong on the account? Has the service contract expired?
- Do you no longer need the current contract?

- Have you been waiting for an order?
- Is it taking a long time? If yes, notify the Procurement Office immediately of the vendor's failure to deliver, and include documentation of all attempts to obtain the goods or services. Maintain written records of correspondence, telephone conversations, emails, etc. of all inquiries made to the vendor.

To cancel/close a FY 2026 purchase order, notify the Procurement Office in writing by email. Your email should include the PO number, PO balance, vendor name and the reason for cancellation/closure.

Do not cancel any purchase order which is in dispute, or for which the goods or services have not been received.

If you are aware that the goods and services will not be received until after June 30, 2026, cancel the current PO and establish a new requisition for these same goods and services using FY 2027 funds.

Contact: Charlie Bailey, Purchasing Manager for Procurement at ext. 3791,
cbailey@coppin.edu

Payroll Accruals - Regular and Contractual Payrolls

Regular Payroll

The entire regular payroll for the pay period ending 06/23/2026 (pay date 07/01/2026) will be charged to your FY 2026 budgets.

For the next regular payroll, pay period ending 07/07/2026 (pay date 07/15/2026), an accrual entry of 50% or seven (7) out of fourteen additional duty days will be charged to your FY 2026 budgets.

Contractual Payroll

The entire contractual payroll for the pay period ending 06/30/2026 (pay date 07/8/2026) will be charged to your FY 2026 budgets.

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Budget Transfer Timeline: Friday, May 15, 2026

All departmental transfer requests and any requests to transfer appropriations between accounts for FY 2026 must be received in the Budget Office on or before May 15, 2026.

Budget Transfers:

The Budget Office will continue to require departments to properly maintain their respective departments by budget pool. This activity is necessary to properly manage the University budget, as well as individual departments. The Budget Office uses this data to balance the current budget, to determine whether an amendment is needed, and to prepare the next fiscal year's budget request. Accurate and timely account management is critical and helps departments to avoid any delays in the approval process. This is especially crucial at the end of a fiscal year.

After the May month-end closeout, the Budget Office will concentrate its efforts on each department's 'bottom-line' only. While it is important to budget at the object/pool level as the year progresses, adjusting budgeted spending authority between specific budget pools during the last month of the fiscal year is neither cost effective nor beneficial to the University's efforts to accurately forecast its spending plan during the year.

In June, the Budget Office will process only transfers between Workday Dept IDs.

Contact: Wendy Koch, Budget Director at ext. 3692; wkoch@coppin.edu

Third-Party External Agency Billing Timeline: Friday, June 05, 2026

For inclusion in the University's FY 2026 receivables, invoice requests to external agencies are due in the Controller's Office on or before June 5th. Examples of third-party billings are invoicing to other Universities or businesses for tuition waivers, auxiliary room rentals, student or grant payments, and/or game tickets.

Reminder: To safeguard timely and accurate billing, the Controller's Office has the *sole* responsibility of overseeing the invoice process for *all* University activities. Centralized billing also helps the University to manage and record amounts due.

Contact: Jonathan Johnson, Student Account Specialist at ext. 3698; jonjohnson@coppin.edu

Deposits Over-the-Counter Timeline: Tuesday, June 30, 2026

To ensure that monies received on or before June 30th are properly credited to FY 2026, deposits must be brought to the cashier window no later than 3:00 p.m. on Tuesday, June 30th.

Deposits brought to the cashier after the 3 p.m. cutoff on June 30th will be credited to FY 2027.

As always, cash receipts must be deposited with the Controller's Cashier Office within one business day after receipt.

The Cashier Office is in the Miles Connor Administration Building -Suite 203.

Contact: Fargeleh Quiwonkpa, Asst. Bursar, at ext. 3690, fquiwonkpa@coppin.edu Meghann Clark, Students Accounts & Cashier, at ext. 3677, meclark@coppin.edu

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University Procurement Card June Reallocation Timeline: Wednesday, July 8, 2026

Procurement Card (P-Card) charges for the statement period ending June 26, 2026, must be reallocated through Workday on or before July 8th. This is the usual timeline for P-Card reallocations. P-Card expenses that have not been timely reallocated by individual cardholders will remain charged to a general WD default procurement card clearing; therefore, ALL P-Card expenses for the entire fiscal year must be verified and approved in Workday by Wednesday, July 8, 2026.

Contact: Charlie Bailey, Purchasing Manager for Procurement at ext. 3791,
cbailey@coppin.edu

Third Party Invoice Reconciliation: Monday, July 6, 2026

All departments who have been issued a block of invoices from the Bursar's Office to use for external agency billing must submit the June month-end reconciliation to that office by July 06th.

Contacts: Tammy Anderson, Bursar at ext. 3687, tanderson@coppin.edu
Jonathan Johnson, Student Account Specialist at ext. 3698,
jonjohnson@coppin.edu

Internal Service Delivery (ISDs) & Journal Entries (e.g., FedEx, Parking, Mail and Print services) Timeline: Wednesday, July 8, 2026

All ISD's and journal entries need to be submitted through Workday for interdepartmental charges no later than July 8th for FY 2026 transactions.

Written authorization from the *charged (payer)* department, with original signatures on the invoice, must be provided as supporting documentation. Please arrange the supporting documentation in the same order as the ISD or journal lines.

Interdepartmental invoices, transmittals, or chargebacks received after July 8, 2026, will be charged to FY 2027.

Note: Please keep in mind, when an invoice is received from another department, it is your responsibility to sign and date the *original* invoice as 'Okay to pay' and return the invoice to that department within three business days.

Contact: Charmaine Glass, Assistant Controller at ext. 3699, cglass@coppin.edu

Working Fund Reimbursements: Monday, June 15, 2026

Working Fund (WF) general advances will be charged to FY 2026 if the associated Working Fund expense voucher, appropriate supporting documentation (purchase order, original receipts, team travel roster, etc.) and approvals are received on or before June 15th.

Note: All petty cash accounts must be reconciled and closed out with the WF Manager on or before Monday, June 15th, 2026. A petty cash account may be re-established in the new fiscal year if still needed and approved by the Controller.

Contact: Charlee Garrett, Accounts Payable Supervisor, ext. 3685; cgarrett@coppin.edu

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P-Card June Accrual - Verifications *after* June 25 Wednesday, July 8, 2026

P-Card charges for the statement period ending June 25, 2026, will be posted to your FY 2026 budget.

In addition, all P-Card transactions *posted at the Bank* between June 26 and June 30, 2026, will be accrued and charged to your FY 2026 budgets.

You will be required to complete June P-Card verifications for the period of June 26 - 30, 2026. All verifications must be completed in Workday on or before July 8th.

Contact: Charlie Bailey, Purchasing Manager for Procurement at ext. 3791,
cbailey@coppin.edu

Accounts Payable Invoice Timeline: Thursday, June 18, 2026

To be recorded in FY 2026, invoices and other miscellaneous expense vouchers must be *received* in the Accounts Payable Office on or before June 18, 2026.

Invoices must be signed and dated as 'Okay to pay', reference to a valid purchase order and/or properly coded with WD work tag and spend category information. *The Accounts Payable Department does not accept facsimiled invoices.*

Notify the Accounts Payable Department in writing if you have received FY 2026 goods or services and have not received the vendor's invoice by June 18th.

Invoices received after June 18th will need a FY27 requisition, purchase order and will be charged to FY 2027 budgets.

Contact: Charlee Garrett, Accounts Payable Supervisor, ext. 3685; cgarrett@coppin.edu

Employee Business Travel Reimbursements: Tuesday, June 30, 2026

Expense reports for expenses occurring in FY26 should be approved in Workday by Tuesday, June 30, 2026. Travel and employee expense reimbursement reports received delivered to the Expense Auditor in Workday on or before June 30th will be charged to FY 2026 budgets. Expense reports must be accompanied by valid, original receipt documentation *and* have all approval signatures.

Travel and expense vouchers received after this date will be charged to FY 2027 regardless of the trip/expense date. You will be also required to complete a new FY 27 spend authorization for these expenses.

Reminder: Properly authorized expense account reports should be submitted in Workday within sixty (60) days of your travel/expense date.

Contact: Crystal Mosley, Controller ext. 3579; cmosley@coppin.edu

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FY 2026 Travel Expenses Charged to University Travel Cards: Tuesday, June 30, 2026

All FY 2026 travel expenses charged to the University travel card are to be allocated by completing an employee expense report. This includes travel expenses such as conference registration fees, flights, train tickets, hotels, that were paid for by the accounts payable office. Also, individual travel card holders must complete an expense report for all FY26 charges by June 30th. All FY 2026 travel card expenses must be verified/settled against FY 26 spend authorizations prior to the closing of FY 26 spend authorizations.

Contact: Crystal Mosley, Controller, ext. 3579; cmosley@coppin.edu

FY 2027 Spend Authorizations Timeline: Wednesday, July 1, 2026

FY 2027 Spend authorizations may be entered into Workday starting July 1, 2026, for expenses that will occur during fiscal year 2027.

Split year travel costs: If there are travel expenses that will cross fiscal years, a spend authorization will need to be completed in each year for the applicable expenses. For example: There is a trip which is taking place in July 2026; however, the conference fee is due in June 2026. A spend authorization should be completed for conference fee in FY26- which will be charged to FY 26 budget. Additional spend authorizations should be completed for FY27 for any travel-related expenses that will occur during travel in July (i.e. per diem for meals, Uber, taxi, etc.).

Note: All FY26 spend authorizations will be closed out on Friday, July 10, 2026.

Contact: Contact: Charlee Garrett, Accounts Payable, ext. 3685; cgarrett@coppin.edu

FY 2027 Requisitions Timeline: Monday, July 6, 2026

FY 2027 requisitions may be entered into Workday starting Monday, July 6, 2026.

Annual and/or multi-year contracts will require a new purchase order on July 6th. Please review your contracts that expire on June 30, 2026. Contact the Procurement office as soon as possible regarding contract status.

Requisitions are required for all renewals. A contract not renewed in a timely manner is an expired and considered a 'dead' contract that cannot be used again.

Reminder: A purchase requisition is *not required* if the invoice will be paid using your University VISA P-Card.

As a best practice, the PO Contract service period should run concurrently with the fiscal year (*July 1, 2026, through June 30, 2027*).

Note: Different departments use the same vendor for certain services. It can be difficult to match the invoice to the correct PO unless the PO number is included on the invoice, as noted on the PO instructions to vendors. Identifiers such as equipment serial number and/or office location are also to be included on the PO.

For all purchase orders, keep in mind the importance of the following:

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- Item Description
- Quantity
- Unit of measure (UOM)
- Unit price
- Service period page 11 of 11
- Serial and/or vendor's CSU account number
- CSU department name and location

Example: Description: Copier lease -Controller's Office Location: MC Room 203 -
Serial Number: XER12345678

Lease period: July 1, 2026, through June 30, 2027

<u>PO Qty</u>	<u>UOM</u>	<u>Unit Price</u>	<u>Total (\$)</u>
12	months	175.00	2,100.00

Contact: Charlie Bailey, Purchasing Manager for Procurement at ext. 3791,
cbailey@coppin.edu

FY 2026 Purchase Order and Spend Authorization closing: Friday, July 10, 2026

ALL FY 2026 purchase orders and spend authorizations will be closed out on July 10th. This timeline will allow the Accounts Payable Department to complete their year-end vendor payment processing.

This includes FY 2026 purchase orders and spend authorizations that have a "create date" on or between July 1, 2025, and June 30, 2026.

Note: The Accounts Payable Department cannot process payments against a closed purchase order; therefore, if an invoice is not received in accounts payable after the close of FY 26 purchase order, the invoice will be charged to your FY 27 budget.

Purchase Order questions contact: Christina Blair, Director of Procurement at ext. 3792,
cblair@coppin.edu

Spend Authorization questions contact: Crystal Mosley, Controller, ext. 3579;
cmosley@coppin.edu

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Thank you.