

Fiscal Close Deadlines FY 2024-2025
Library Operations and Alma/Collections Payments

The following are fiscal close (internal) deadlines for submission from Library units to ensure that we meet campus requirements for recording expenses in this fiscal year.

Destination/Resource	Deadline	Description of Transaction
Purchasing		
To: Library Business Services 110 Doe	Friday, April 25, 2025	Purchase orders non RFP >= \$100,000 (with complete documentation)
lbs@berkeley.edu	Friday, May 9, 2025	Purchase orders \$35,000 and up to \$100,000 (with complete documentation)
	Monday, May 19, 2025	Purchase orders up to \$35,000
	Friday, May 23, 2025	Reimbursement (check) requests
	Friday, May 23, 2025	Vendor invoices and bluCard transactions (for Collections, see below)
	Monday, June 16, 2025	Cash deposits
Collections		
To: Acquisitions Payments acqpay@lists.berkeley.edu	Friday, May 23, 2025	Collections deadline: (Alma) invoice submission - last day for Acq to upload and we guarantee will get these in for the Fiscal Close bluCard collections orders must be placed as soon as possible
acqpay@lists.berkeley.edu	Monday, June 2, 2025	Last day LBS will approve wire invoices for payment via Disbursements to guarantee this will get into FY 2024-25. We can try to get these in later - but they may not get into fiscal close.
	Friday, June 13, 2025	Last day LBS will approve non-wire invoices for payment via Disbursements FY 2024-25 to guarantee this will get into FY25
Payroll		
To: Budget 110 Doe lbs@berkeley.edu	Monday, June 2, 2025	Payroll expense transfers including those related to: - contracts & grants - any funds in overdraft that require payroll expense transfers to another fund - payroll chartstring changes

Note: depending on campus processes/priorities, these dates may change slightly

[FY25 UCPath Payroll Processing Schedule](#)

[FY2023-24 OCFO Fiscal Close Schedule \(for reference only\)](#)

Memorial Day Monday, May 26, 2025

Juneteenth Holiday Thursday, June 19, 2025