

DEADLINE DATE	DEADLINE REQUIREMENTS
July 17, 2026 (Friday)	Purchase Orders (POs): For POs to be charged to FY2026 funds, there must be a requisition, <u>with all supporting documentation</u> , submitted and approved in Oracle Cloud.
August 13, 2026 (Thursday)	PCard: August PCard statements, ending August 3, must be submitted, <u>with all supporting documentation and fully approved by all account approvers</u> , in Concur to be paid with FY2026 funds. All statements submitted after this date or not meeting the above requirements will be charged to FY2027 funds. Reminder: September PCard statements, ending September 3, will be charged to FY2027 funds.
August 31, 2026 (Monday)	Purchase Orders (POs): For POs to be charged to FY2026 funds, goods and/or services must be physically and systematically received in Oracle Cloud, and invoices must be dated from the vendor on or before August 31. Purchase Orders (POs): For POs to be charged to FY2026 funds, invoices must be submitted to Accounts Payable. Check Memberships & Check Requests: For check memberships and check requests to be charged to FY2026 funds, forms must be submitted, <u>with all supporting documentation and requirements met</u> , to Accounts Payable. All transactions submitted after this date or not meeting the above requirements will be charged to FY2027 funds. Cash Deposits: For FY2026 Deposits, cash transmittal sheets must be brought to the Bursar's Office by 4 pm. All deposits after this date will be recorded in FY2027.
September 4, 2026 (Friday)	Travel: For travel to be charged to FY2026 funds, all travel expense reports must be submitted, <u>with all supporting documentation and fully approved by all account approvers</u> , in Concur. All transactions submitted after this date or not meeting the above requirements will be charged to FY2027 funds. Interdepartmental Transfers (IDTs): For FY2026 entries, IDTs must be submitted via email to finservicesIDTs@twu.edu . All IDTs submitted after this date will be recorded in FY2027.

For questions, please contact/refer to the following:

Purchase Orders

Submit: [Procurement Services Ticket](#)

Contracts

Submit: [Procurement Services Ticket](#)

Accounts Payable

Email: TWUPayables@twu.edu

PCards

Submit: [CC Services Ticket](#)

Travel

Submit: [CC Services Ticket](#)

Interdepartmental Transfers

Email: finservicesIDTs@twu.edu

[Instructions and Form](#)

Cash Deposits

Email: Glen Ray (gray@twu.edu)

[Instructions and Form](#)