Requisition Cut-Off Dates for Purchasing at End of Fiscal Year

The fiscal year for UWM ends on June 30 of each year. For purchases to be included in the budget for the fiscal year ending June 30, requisitions must be received by Accounting Services (Pre-Audit) by the following dates:

- Third Friday in April: Requisitions over $50,000 for items or services not on contract.
- Last Friday in April: Requisitions over $5,000 for items or services not on contract.
- Last working day of May: Requisitions for items or services on contracts.
- Last working day of May: Requisitions $5,000 and under.

Requisitions received after the above dates will be entered and processed for the subsequent fiscal year.

See the Fiscal Year End Calendar for Closing procedure for deadlines for other financial transactions such as travel expense reports, invoices and transfers.

Other questions regarding this manual section should be directed to Accounting Services.