

2025-26 Fiscal Year-End Schedule

Dear Ringling College Staff and Faculty,

As we approach the end of the fiscal year, the Office of Business Affairs would like to share important deadlines and reminders to help ensure a smooth financial close. Please review the key information below related to requisitions, purchase orders, supplier invoices, expense reports, and P-card transactions.

If you have any questions, our team is here to help.

Requisitions and Purchase Orders

Cost Center Managers: Please run the "Ringling Operating Budget vs Actuals" report for your cost centers. Review the **Requisitions** and **Purchase Orders** columns to determine which items need to be closed or carried forward into the next fiscal year.

Important: All open purchase orders and requisitions will be closed by Friday, May 29, unless the cost center manager contacts us to request that they remain open.

Prepaid Purchases (Payments for FY26-27)

When submitting a supplier invoice request in Workday, please enter "**Payment for Fiscal Year 26-27**" in the memo field and email: Accounts-Payable@Ringling.edu

If there is a P-card transaction for goods that will be received after June 1, 2026, please email: Accounts-Payable@Ringling.edu and reference the transaction that needs to be charged to the next fiscal year.

If you are submitting an **expense report** for travel expenses with departure and arrival dates **after June 1, 2026**, please be sure to select the "Prepaid expense" check box in Workday.

Our team will reclassify the payment as a **prepaid expense** so it is charged to the correct fiscal year.

Supplier Invoices and Expense Reports

The fiscal year charged is determined by the date goods are received or services are performed — **not** the invoice date.

Please submit all supplier invoice requests, check requests, and expense reports for goods received or services completed on or before **May 31, 2026**, no later than **June 5, 2026**.

P-card Verifications

All P-card transactions must be verified by **June 5, 2026**. Unverified transactions delay our year-end close. If not completed, your P-card may be temporarily suspended.

Gift Balance Report

Cost Center Managers: Please run the “**Gift Balance Report**” for your cost centers and review the **Amount Remaining to Spend** column.

If you'd like to use remaining gift funds:

1. Create a list of the transactions you would like charged to the gift worktag.
2. Email it to Accounts-Payable@Ringling.edu.

Our team will apply the gift funds accordingly.

Purchases between May 26 and June 5

For purchases made during this period, the fiscal year charged depends on when the goods or services are received—not the purchase date or invoice date.

Our auditors require proof of delivery. Examples of acceptable proof of delivery include packing slips, shipping receipts, bills of lading, and delivery confirmations.

Questions? We're Here to Help

Office of Business Affairs Contacts:

- General Questions: WorkdayFinance@Ringling.edu
- P-Card Questions: Pcard@Ringling.edu
- Expense Reclassifications or Corrections: Accounts-Payable@Ringling.edu
- Invoice Questions: Accounts-Payable@Ringling.edu
- Purchase Orders and Requisition Questions: PORequests@Ringling.edu
- Budget Questions: Budget@Ringling.edu

Thank you for your attention and partnership as we complete a successful fiscal year-end close. We appreciate your support.

Warm regards,

The Office of Business Affairs