

2025-2026 Financial Year End Processing & Purchasing Due Dates

Note: Purchasing due dates are designed to ensure that all goods ordered in FY 2025-2026 and received in FY 2025-2026 are charged to your FY 2025-2026 budget.

Accounting rules are such that even if you order something prior to March 31st, 2026 but it arrives after that date, the College is obligated to charge your FY 2026-2027 budget for the cost of the item.

Should you be unable to meet the published due dates below, an email will need to be sent from your manager to Gord Warner, Associate Director, Strategic Procurement, requesting an extension so that your requisition can be processed. Extensions will be approved on a case-by-case basis.

DATE	DESCRIPTION	CONTACT
Tuesday February 10	<i>COLLEGE EQUIPMENT PURCHASE REQUISITIONS</i> Last day for approved College Purchase Requisitions entered and approved in Workday <u>for equipment over \$5,000</u> (except Campus Store). If the goods arrive on campus after March 31, they will be charged to your FY 2026-2027 budget.	Gord Warner warnerg@algonquincollege.com
Thursday February 19	<i>COLLEGE PURCHASE REQUISITIONS</i> Last day for all approved College Purchase Requisitions entered and approved in Workday (except Campus Store). It is anticipated that four weeks of lead-time is enough to make sure the goods are received by the end of the fiscal year. If you are buying something that you know has a long lead-time (furniture or perhaps it is coming from the U.S.) then please give us as much lead-time as you can since, if the goods arrive on campus after March 31, they will be charged to your FY 2026-2027 budget. An additional note on US sourced goods- there is a Procurement Restriction Policy in place from the Provincial Government. Prior to purchasing anything from the US, there is a form required (available from any member of Procurement) that will need to be completed. This may add processing time.	Gord Warner warnerg@algonquincollege.com
Friday March 13	<i>WIRE PAYMENTS</i> Last day for <u>Wire Payment</u> requests for processing in FY 2025-2026.	Tara Vicckies vicckit@algonquincollege.com
	<i>GRAND & TOY PURCHASES</i> Last day for all purchases up to this date and must be received in the College no later than March 31.	Gord Warner warnerg@algonquincollege.com
	<i>CAMPUS STORE PURCHASE REQUISITIONS</i> Last day for all approved Campus Store purchase requisitions. Must be received in the College no later than March 31.	
	<i>CREDIT CARD PURCHASES</i> Last day for credit card purchases for goods to be shipped to the College. Must be received in the College no later than March 31.	

DATE	DESCRIPTION	CONTACT
Tuesday March 31	GOODS RECEIVED Last day to receive goods for FY 2025-2026. Goods received after this date will be charged to <u>FY 2026-2027</u> . Ensure all packing slips for items (dropped off and picked up) are brought to Central Shipping & Receiving by this date for processing.	Gord Warner warnerg@algonquincollege.com
	CASH RECEIPTS All payments received up to and including March 31, 2026 must be receipted and entered into either the Student Accounts Receivable System (SARS) or Workday by the close of business March 31, 2026.	Tara Vicckies vicckit@algonquincollege.com
	PAYROLL Final Full Time pay for FY 2025-2026 is March 27. A 2 day accrual will be done for Full Time salaries. Part Time pay for the period February 28 – March 13 will be paid on the March 27 pay. Pay for part time hours worked from March 14 to 27 will be paid on April 10. There will be an 12 day accrual.	Brenda Klerks klerksb@algonquincollege.com
	TRAVEL EXPENSE CLAIMS* Last day to submit travel claims in Workday (with cost center manager approval) for travel taking place by March 31, 2026. <i>Note: You must prepare <u>separate</u> travel claims for April travel. Do not mix March and April expenses on the same claim.</i>	Tara Vicckies vicckit@algonquincollege.com
	OVERTIME* Last day to submit in Workday, overtime claims for hours worked by March 31, 2026. <i>Note: You must prepare <u>separate</u> overtime claims for March and April. Do not mix March and April overtime on the same claim.</i>	Brenda Klerks klerksb@algonquincollege.com
Thursday April 2	CUSTOMER INVOICE REQUESTS* Last day to submit in Workday (with cost center manager approval) requests for invoices for goods and services provided on or before March 31, 2026.	Tara Vicckies vicckit@algonquincollege.com
	ACCOUNTS PAYABLE (SUPPLIER) INVOICES* Last day to submit Supplier Invoices for payment for goods and services provided on or before March 31, 2026.	Tara Vicckies vicckit@algonquincollege.com
Monday April 6	INVENTORY COUNTS Food Services, Print Shop, Hospitality, Hair Salon and Spa, Bookstore, PPE and Pembroke inventory count reports due to Financial Services.	Shianthi Algama algamad1@algonquincollege.com
	CREDIT CARD CHARGES All transactions for the period March 1 to 31 will be available online to cardholders by Wednesday, April 1. Completed online reports must be <u>submitted and approved in Workday by Monday, April 6</u> in order to be processed in FY 2025-2026. <u>Note: charges can be coded at any time up to the deadline. Please ensure the expense report date is March 31 or earlier. If you enter an April date, the transactions will post in the next fiscal year.</u>	Tara Vicckies vicckit@algonquincollege.com

DATE	DESCRIPTION	CONTACT
Tuesday April 7	Final day for Accounts Payable to review, approve and post credit card transactions in Workday.	Tara Vicckies vicckit@algonquincollege.com
Wednesday April 8 (12:00PM)	Final day for approval of Supplier Invoices by cost center managers in Workday (12:00PM) .	Tara Vicckies vicckit@algonquincollege.com
Thursday April 9	All processing for FY 2025-2026 will be complete and Goods Received Not Invoiced (GRNI) accrual will be booked.	Cresdelle Zubrycki zubrycc@algonquincollege.com
Friday April 10 to Monday April 13	<u>CHECK CR – FINANCIAL ROLLUP BY ORGANIZATION REPORT IN WORKDAY DAILY</u> To ensure all transactions have been processed and included in FY 2025-2026, check <i>CR – Financial Rollup by Organization</i> in Workday. Notify Financial Services if any adjustments are required. You will not be able to request adjustments after April 13 without special approval from the Associate Director, Financial Operations.	Cresdelle Zubrycki zubrycc@algonquincollege.com Kelli Doucet doucetk@algonquincollege.com
Monday April 13	<i>JOURNAL ENTRIES</i> All 2025-2026 journal entries must be approved in Workday by 5:00PM.	Kelli Doucet doucetk@algonquincollege.com
Wednesday April 15	Final day for Financial Services to make post-close adjustments.	Kelli Doucet doucetk@algonquincollege.com
April 1 to May 31	Asset disposal moratorium	James Pede pedej@algonquincollege.com

**Dates subject to change. Changes, if necessary, will be communicated in advance.*