

## 2025–2026 Fiscal Year-End Deadlines

<p><b>Requisitions</b>          Deadline: <b>March 20, 2026</b>          Contact: <a href="mailto:procurement@acadiiau.ca">procurement@acadiiau.ca</a></p>	<p>Procurement Services will accept requisitions for purchase orders for the current fiscal year until this deadline. Goods or services received after March 31 will be applied to the 2026–2027 fiscal year.</p>
<p><b>Blanket Purchase Orders</b>          Deadline: <b>March 27, 2026</b>          Contact: <a href="mailto:procurement@acadiiau.ca">procurement@acadiiau.ca</a></p>	<p>All blanket purchase orders will expire on March 31. If a new blanket purchase order is required, please submit a requisition in Colleague.</p>
<p><b>Cash Receipts</b>          Deadline: <b>March 31, 2026</b>          Contact: <a href="mailto:scott.russell@acadiiau.ca">scott.russell@acadiiau.ca</a></p>	<p>All funds received up to and including March 31 must be submitted by the deadline to be credited to the 2025–2026 fiscal year. If you are expecting deposits or cheques related to this fiscal year that have not been received by March 31, please contact <a href="mailto:scott.russell@acadiiau.ca">Scott Russell</a> as a year-end receivable adjustment may be required.</p>
<p><b>Travel Claims</b>          Deadline: <b>April 3, 2026</b>          Contact: <a href="mailto:accountspayable@acadiiau.ca">accountspayable@acadiiau.ca</a></p>	<p>Travel forms for trips ending on or before March 31 must be received by the deadline. Claims related to travel ending after March 31 will be posted to the next fiscal year.</p>
<p><b>Expense Claims and Invoices</b>          Deadline: <b>April 3, 2026</b>          Contact: <a href="mailto:accountspayable@acadiiau.ca">accountspayable@acadiiau.ca</a></p>	<p>Employee claims and invoices incurred on or before March 31 must be received by the deadline.</p>
<p><b>Purchase Order Receipts and Supplier Invoices</b>          Deadline: <b>April 3, 2026</b>          Contact: <a href="mailto:accountspayable@acadiiau.ca">accountspayable@acadiiau.ca</a></p>	<p>All goods and services must be received and/or delivered by March 31 to be included in the 2025–2026 fiscal year. Delivery documentation (e.g., packing slips or bills of lading) must be submitted by the deadline.</p>
<p><b>Journal Entries / IDTs / Settlements</b>          Deadline: <b>April 10, 2026</b>          Contact: <a href="mailto:david.ames@acadiiau.ca">david.ames@acadiiau.ca</a></p>	<p>Requests pertaining to the current fiscal year must be received by Financial Services by the deadline.</p>
<p><b>Unbilled Goods and Services (Accruals)</b>          Deadline: <b>April 10, 2026</b>          Contact: <a href="mailto:david.ames@acadiiau.ca">david.ames@acadiiau.ca</a></p>	<p>Accruals are required for goods and services received on or before March 31 for which an invoice has not been processed by April 15. Accounts Payable will review invoices over</p>

	\$1,000 received after March 31 to ensure correct period posting.
<b>Visa Card Reconciliations</b> Deadline: <b>April 15, 2026</b> Contact: <a href="mailto:jodi.eye@acadiau.ca">jodi.eye@acadiau.ca</a>	Please ensure all transactions are properly coded, as adjustments cannot be processed once the fiscal year is closed. Reports received after this date will be applied to the next fiscal year.