

Attachment A - Year-End Summary of Deadlines

DEADLINE	DESCRIPTION	SECTION	PAGE
5/1/2026	Last day to submit Annual Operating Budgets for fiscal year 2027 to State Budget Division.	BUD 2.1	3
5/1/2026	Last day to submit organizational business case requests that may impact system setup and testing.	MIS 1.3	21
6/1/2026	Last day to submit written delegation with a resume of Chief Financial Officer to FCD for fiscal year 2027.	MIS 4.2	22
6/5/2026	Last day to submit FY26 chartfield requests in SHARE.	MIS 1.1	21
6/5/2026	Last day to submit Budget Adjustment Requests (BARs) – Category Transfers to State Budget Division.	BUD 1.1	3
6/8/2026	Last day to submit Signature Authorization Forms to FCD (Signature auth., POC and warrant designation).	MIS 5.2	23
6/12/2026	Last day to submit Purchase Orders and Payment Vouchers for postage to FCD.	ENC 4.4	5
6/19/2026	Last day to purchase postage using the P-card.	ENC 4.5	5
6/18/2026	First day to submit FY27 policy exemptions.	MIS 8.2	25
6/15/2026	First day to submit FY27 chartfield requests in SHARE.	MIS 1.2	21
6/23/2026	Last day to submit all fiscal year 2026 Warrant Cancellations to FCD.	WRT 1.3a	28
6/26/2026	Last day to submit purchase orders and change orders greater than \$20,000 to FCD.	ENC 2.1/CDS 2.1	5 / 9
6/29/2026	Last day for Judicial District Courts to report activity to STO through June 26, 2026.	CRS 1.3	7
6/30/2026	Last day for agencies to approve purchase orders and change orders less than \$20,000 for goods or services that will be received by June 30, 2026.	ENC 2.1	5
7/1/2026	First day FCD will accept fiscal year 2027 documents.	MIS 2.1	21
7/8/2026	Last day to submit OPR to account for fiscal year 2026 deposits using clearing accounts.	CRS 1.2	7
7/29/2026	Last day to submit all fiscal year 2026 vouchers and close out pending travel advances (this includes voucher build files).	CDS 1.1/2.4	8 / 9
7/31/2026	Last day to submit FY26 draw requests to Board of Finance for severance tax and general obligation bond appropriations (5:00 PM).	BOF 1.1	29

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8/7/2026	Last day for agencies to close fiscal year 2026 purchase orders, requisitions, and expired contracts.	ENC 4.3	5
8/12/2026	Last day to submit journal entries for posting in period 12 (5:00 PM).	OPR 1.2	14
8/14/2026	FCD will close fiscal year 2026.	MIS 10.1	26
8/28/2026	Last day to submit journal entries in period 998 to FCD establishing 296900 accruals 5:00pm	CDS 1.4a	8
8/31/2026	Last day to submit fiscal year 2026 Reversion Notification forms to FCD.	CDS 9.1a	11
9/1/2026	Last day to submit agency representation letter electronically certifying audit readiness to FCD. Except agencies with audit submission due dates after November 1, 2026.	GLR 2.1c	16
9/28/2026	Last day to pay obligations established through the 296900-accrual process.	CDS 1.4bii	8
9/30/2026	Last day to submit fiscal year 2026 reversion Operating Transfers to FCD.	CDS 9.1b	12
9/30/2026	Last day to submit OPRs to pay GSD or DOIT for services applicable to FY26.	OPR 1.4	14
9/30/2026	Last day to submit adjusting journal entries in the 998 period.	OPR 1.3	14
10/2/2026	First day DFA will accept Prior Year Payment Requests applicable to FY26.	CDS 8.1	11
10/16/2026	Last day to submit journal entry to zero out balances in 296900 if accounts payables were overstated.	CDS 1.4biii	8
11/1/2026	Last day to submit ANNUAL REPORT package to FCD electronically. This date should align with the due date of the agency audit as published in the State Audit Rule.	GLR 7.4	19
12/31/2026	Last day to submit requests for Authority to Issue Warrants to FCD for FY28.	MIS 11.1a	26