­­­

**To:** Financial Managers, Pcard holders and eCUBE users

**From:** Steven P. Hoffmaster

AVP for Finance and Controller

**Date:** May 15, 2025

**Subject:** FY 2025 Processing Deadlines

To close fiscal year 2025 in a timely manner and meet the state of Ohio’s audit deadlines, the University has established certain processing deadlines set forth below. As the University continues to navigate economic challenges, please continue to exercise the utmost fiscal stewardship and refrain from making purchases that are not mission-critical or otherwise essential in nature.

Purchasing requests must be entered and approved in eCUBE by Financial Managers no later than:

* Monday, June 2, 2025, for requisitions that include contracts, such as:
	+ Professional Service Agreements (PSA)
	+ Standard Independent Contractors Agreements (SICA)
	+ Non-standard contracts (contracts using the vendor’s contract document)
* Monday, June 9, 2025, for requisitions without contracts, i.e.:
	+ Goods under $25,000 with attached quotation\*
	+ Goods above $25,000 and below $50,000 with at least 3 quotations\*
	+ Services under $1,000 rendered on or before June 30, 2025
	+ eCUBE Punchout requisitions

\*This only applies to purchases with grant funds where the grant award was made November 13, 2020 or later. For grant fund purchases where the grant award was made prior to November 13, 2020, the threshold requirement of 3 written quotations remains unchanged at $10,000-$49,999.

For events, please contact YSUcatering@avifoodsystems.com. Please plan ahead for all catering needs. If exact orders are not known by the deadlines above, you can estimate the costs and enter a standing order for events held between June 10, 2025, and July 7, 2025. The standing order MUST be entered by Monday, June 9, 2025. Please work directly with AVI at (330) 941-1979 and place your order through Cater Trax at <https://aviysu.catertrax.com/>  If last-minute needs occur, please contact Joy Polkabla Byers at jlbyers@ysu.edu or ext. 2242.

These deadlines apply to all funds, except grant and plant funds. Those funds need to have requisitions without contracts entered and approved in eCUBE by the Financial Manager no later than Monday, June 16, 2025, to allow sufficient time for processing. Questions may be directed to Barb Greene, Director of Procurement Services on Microsoft Teams or bgreene@ysu.edu.

Additional processing deadlines are posted [online.](https://ysu.edu/general-accounting)