

As the end of the fiscal year approaches, the following deadlines have been established for **State funds** by the Office of Operations to ensure that our agency complies with the year-end processing regulations imposed by the state statutes and the Department of Finance and Administration (DFA). Section 7-7-23, Mississippi Code Annotated (1972), requires that all purchase orders (PO) covering purchases to be paid from funds appropriated for any **State** fiscal year be executed by **June 30<sup>th</sup>** of the fiscal year.

Office of Procurement	Deadline Date
<b>All FY25 Technology Requests due to Procurement</b> <i>Note: Purchase Order requests for <b>FY26</b> product/services due <u>after</u> July 1, 2025.</i>	<b>04/15/2025</b>
<b>All FY25 Technology Requisitions due to Procurement</b> <ul style="list-style-type: none"> <li>Program Office shall observe timelines to ensure a Purchase Order is requested timely to secure <b>FY25</b> products and services and an invoice <u>on or before</u> June 30, 2025.</li> </ul> <i>Note: Purchase Order requests for <b>FY26</b> product/services due <u>after</u> July 1, 2025.</i>	<b>05/15/2025</b>
<b>FY25 Personal Services Contracts procured through June 30, 2025</b> <ul style="list-style-type: none"> <li>Must have an approved contract packet with a <u>Justification Form signed by the Procurement and Compliance Offices.</u></li> </ul>	<b>05/31/2025</b>
<ul style="list-style-type: none"> <li>Must have an approved purchase order for all executed <b>FY25</b> contracts.</li> </ul>	<b>06/05/2025</b>
<b>Personal Services Contract <u>Renewals</u> beginning July 1, 2025</b> <ul style="list-style-type: none"> <li><b>PRIOR</b> to approving a renewal contract for <b>FY26</b>, an <b>FY25</b> purchase order <u>must</u> be approved to encumber funds for payment of <b>FY25 invoices through June 30, 2025.</b></li> <li>All contracts expiring <b>June 30, 2025</b>, must be reviewed, approved, and contract <u>signed</u> by the Procurement Office <u>prior to June 30, 2025</u>. Please review Timelines for Submission of Contracts.</li> <li>Begin review of contract expenditures through <b>June 30, 2025</b>.</li> <li>Contracts will expire/terminate <u>without the final signature secured</u> on or before <b>June 30, 2025</b>.</li> </ul>	<b>05/31/2025</b>
<b>All FY25 Requisitions/Shopping Carts due to the Office of Procurement</b>	<b>6/05/2025</b>
<b>Any FY25 Requisition/Shopping Cart for goods and services due to Procurement</b> <ul style="list-style-type: none"> <li><b>June 5 – June 15, 2025</b> – Chief Officer must provide a memo to justify purchase.</li> <li>Shipment of goods must be confirmed by vendor and received <b>before</b> June 30, 2025.</li> <li>NO technology purchase requests.</li> <li><b>NO BACK ORDERS</b></li> </ul>	<b>06/15/2025</b>
<b>Any FY25 Purchase Order Modification to <u>increase a PO</u> due to Procurement</b>	<b>6/15/2025</b>

<b>State Procurement Card (PC) Purchases</b> <ul style="list-style-type: none"> <li>• <b><u>ALL</u></b> deliveries for goods and services must be received by June 30, 2025.</li> </ul> <b>State Procurement Card Logs</b> for the month of <b>June</b> <ul style="list-style-type: none"> <li>• Due in the Office of Procurement with supporting documentation.</li> <li>• <b>FY25</b> budgets shall include credit card expenditures through June 30, 2025.</li> </ul>	<b>06/30/2025</b>
<b>Deobligation of ALL Funds ending June 30, 2025</b> <b>CONTRACT WORKERS</b> <ul style="list-style-type: none"> <li>• Review <b>ALL</b> contract worker timesheets/invoices and work coming due to make certain contract amounts reconcile.</li> </ul> <b>INDEPENDENT CONTRACTORS (VENDORS)</b> <ul style="list-style-type: none"> <li>• Review <b>ALL</b> vendor invoices and work coming due to make certain contract amounts reconcile.</li> <li>• Calculate any funds remaining on the purchase order.</li> <li>• Program offices must submit to Procurement a Purchase Order Change Request Form to de-obligate those remaining Funds.</li> <li>• Program offices must have an existing purchase order for <b><u>ALL</u></b> outstanding invoices received for <b>FY25</b> <u>contractual services and commodities</u>.</li> </ul>	<b>7/31/2025</b>
<b>Office of Accounting</b>	
<b>Deadline Date</b>	
<b>FY25 Travel Advance Requests</b> <ul style="list-style-type: none"> <li>• All requests for travel advances for travel ending June 30, 2025.</li> </ul>	<b>06/06/2025</b>
<b>Travel Vouchers for FY25</b> <ul style="list-style-type: none"> <li>• All travel vouchers for travel through June 30, 2025 are due in the Office of Accounting.</li> </ul>	<b>07/15/2025</b>
<b>Outstanding FY25 Travel Advances</b> <ul style="list-style-type: none"> <li>• All outstanding travel advances must be cleared to avoid any complications with your payroll check.</li> </ul>	<b>07/07/2025</b>
<b>FY25 Invoices</b> <ul style="list-style-type: none"> <li>• All Invoices must be signed/approved and submitted to the Office of Accounting for processing.</li> </ul>	<b>07/15/2025</b>
<b>Adjusting Entries (Journal Vouchers)</b> <ul style="list-style-type: none"> <li>• All Adjusting Entries must be submitted with all approval signatures on the <i>Program Fund Transfer/Coding Correction</i> form to the Office of Accounting.</li> </ul>	<b>07/18/2025</b>
<b>FY26 Travel Advance Requests</b> <ul style="list-style-type: none"> <li>• All travel advances for travel starting July 1, 2025.</li> </ul>	<b>Submit after 07/01/2025</b>

Office of Grants Management		Deadline Date
<b>FY25 Grant Reimbursement Requests</b> <ul style="list-style-type: none"> <li>For grants ending June 30, 2025, or reimbursements that should post to FY25, the request for funds deadline is August 4, 2025.</li> </ul>		<b>08/04/2025</b>

*Please submit appropriate documentation as outlined above by the designated due dates.* Prior to submissions, please check your available budget authority and contact the Office of Budget & Planning to make any necessary budget modifications. Complete and attach a Form W-9 to any requisitions for new vendors. If goods are not received within *two weeks* of the order date, please notify the Purchasing Division or the Accounts Payable Division if goods are received after July 15.

If you have any questions, please contact the following persons:

Encumbrances	Toya Brown	(601) 359-5716
Travel	Yulanda Wesley	(601) 359-3074
Invoices	Eric Hollis	(601) 359-2120
Adjusting Entries	Terrica Houston	(601) 359-3975
SPED & OCN Approval	Michael Gibbons, Grants Manager (OSE & OCN)	(601) 359-3905
Office of Federal Programs Funds	Elisha Campbell, Grants Manager (Federal Programs & ESSER)	(601) 359-3905
CTE State & Federal Funds	Tammy Turner-Barnes, Grants Manager (Career & Technical Education)	(601) 359-3905