

Office of Strategic Procurement Fiscal Year 2026 Year-End Closing Process

This memo provides essential guidance for a smooth year-end closing. It details the deadlines for submitting fiscal documents to the Purchasing and Accounting Offices so they can be processed by specified due dates as noted in the FY26 Year-End closing schedule. Note that all submissions must arrive by **4:00 PM** on the due date. Late documents will not be processed, and incomplete submissions lacking authorized signatures will be returned, risking missed deadlines. To avoid this, please ensure timely routing of documents through required approvals, and follow up as due dates near.

Purchasing Hub:

The Purchasing Department is committed to supporting your year-end closing process. The [Purchasing Hub](#) serves as a centralized resource for all procurement guidance, policies, and procedures. Whether you are navigating the purchasing requisition process, understanding purchase order requirements, or seeking clarification on University procurement regulations, the [Purchasing Hub](#) provides comprehensive information to guide you through your purchasing needs. We encourage all employees to explore the available training materials and resources during this critical closing period. Our team is here to ensure a smooth and compliant year-end close for the University.

Friendly Reminders:

- ★ When processing requisitions for the new fiscal year, please be sure to select the appropriate “**due date**” and “**budget date**”.
- ★ Public Bid Solicitations: Most public bid solicitations are posted for 21-28 days.
- ★ **Request for Proposals:** The RFP Process which involves a Public Bid Posting, review by a department lead technical review committee, recommendation for award, and submittals by the vendor; can result in a lengthy process, often taking well over 6 weeks to complete. While much of this process is at the discretion of the committee, consideration should be given when submitting requisitions for an RFP as the deadlines proposed may not be sufficient for an RFP process to be completed and services rendered by the awarded vendor to allow for expense in FY26.

Please distribute this memo to faculty and staff who have fiscal responsibilities on behalf of the University of Rhode Island.

Fiscal Year 2026 Year-End Closing Schedule		
DUE DATE	EVENT	RESPONSIBLE OFFICE
Monday April 13	<p><i>New Year:</i> FY25-26 Blanket Requisitions; please note that Blanket Purchase Orders/Price Agreement requests to cover multi-year periods should be considered.</p> <ul style="list-style-type: none"> • Procurements for June 30th delivery processed through URI Purchasing or State Purchasing and requiring IT or Legal Review. <p>Current Year procurements more than \$10,000 or Construction over \$50,000 with delivery up to 6/30/26.</p>	Purchasing Dept.
Monday May 4	<p>Change Orders to State Awards</p> <p><i>Current Year:</i> FY25-26 Master Price Agreement (MPA) awards for services in excess of \$10,000 that require additional approvals such as Insurance, MBE, etc.</p> <p><i>Current Year:</i> FY25-26 Non-MPA awards for construction related services \$50,000 or less that require additional approvals such as MBE, EEO, etc.</p>	Purchasing Dept.
Thursday May 14	<p>Change Orders to Non-State Awards</p> <p><i>Current Year:</i> FY25-26 college requisitions.</p> <ul style="list-style-type: none"> • Purchases less than or equal to \$10,000 with delivery up to 6/30/26. • Purchases on a Master Price Agreement (MPA) in excess of \$10,000. 	Purchasing Dept.
Friday June 5	<p>STATE GRANTS ending June 30th - All invoices, etc. for expenditures incurred for these grants must be sent to AP</p> <ul style="list-style-type: none"> • Invoice Vouchers • Invoices related to PO's • Subcontractor invoices • PO and LVPO Receiving Reports • Travel and Non-Travel Employee Reimbursement Reports <p>All PCard transactions must be approved in PeopleSoft</p>	Accounting Office
Monday June 22	<p>MISCELLANEOUS FEED - posted to General Ledger (telephone, central mail, printing, GSO)</p>	Accounting Office
Tuesday June 30	<p>Limited Value Purchase Order (LVPO) up to \$10,000. Departments may continue to process LVPO's up to 6/30/26 as long as the goods or services are received/incurred by URI on or before 6/30/26.</p>	Purchasing Dept.
Tuesday June 30	<p>PCard - all transactions must be approved in PeopleSoft by noon on June 30th</p> <ul style="list-style-type: none"> • cycle end date is the 25th of the month • statements available in afternoon on the 26th <p><i>Transactions posted after the 25th will be charged to next fiscal year</i></p>	Accounting Office

DUE DATE	EVENT	RESPONSIBLE OFFICE
Friday July 3	PCard - Reconciliation Packets due	Accounting Office
Monday July 13	ACCOUNTS PAYABLE/TRAVEL & EXPENSES - any goods or services delivered or performed by June 30 th should be recorded in our FY2026 Financial Statements <ul style="list-style-type: none"> • Invoice Vouchers • Invoices related to PO's • Internal Payments • PO and LVPO Receiving Reports • Alternative Receiving Reports (Blanket and Contract PO's) • Journal Vouchers for AP Adjustments • Journal Entries for all other Adjustments • Travel Expense Reports for travel completed on or before June 30th • Non-Travel Employee Reimbursements purchased on or before June 30th 	Accounting Office
Tuesday July 14	ACCOUNTS PAYABLE - any voucher, expense report or journal entry in budget error must be cleared	Accounting Office
Friday July 24	ACCRUED EXPENSES - invoices related to FY2026 received after July 13 th . If you identify expenses for goods or services incurred by June 30 over \$30,000 that were not recorded or reported on alternative receiving report, please be sure to provide details and documentation.	Financial Reporting Office

IMPORTANT:



Requisitions submitted by the college after the designated deadlines, for items needed or budgeted within the current fiscal year, risk not being processed or completed within that period.

To ensure expenses are charged to this fiscal year's budget, please ensure receipt of all goods or services by June 30th. These deadlines are set for timely processing of Purchase Orders, assuming products or contractors are readily available to meet the June 30th requirement.

Questions regarding this timetable should be directed to the following email addresses for each respective office with Strategic Procurement, located at 210 Flagg Road:

Purchasing Department	uripurchasing@uri.edu
Accounting Office	aprec@etal.uri.edu
Travel & Expense	travel@etal.uri.edu
Supplier	Vendorw9@etal.uri.edu
P-Card	PCard@etal.uri.edu
RhodyBuy (for RhodyBuy specific inquiries)	RhodyBuy@uri.edu

Visit the following websites to access policies, forms, and further information.

[Strategic Procurement](#)
[Purchasing Hub](#)

Additional Considerations:



Contracts & Legal review:

Please familiarize yourself with the [protocol](#) of the Office of the General Counsel, effective as of January 1, 2022.

This applies to any quote, contract, or agreement that upon acceptance (whether signature is required or not) binds you, the contract owner, and the University of RI to another parties Terms. This can include the purchase of goods or services such as maintenance agreements, licenses, subscriptions, cloud service agreements or other hosted software agreements.

Please note that contracts that do not require review of the Office of the General Counsel still require the Contract Cover Page, Appendix A, and signature of an authorized individual under this protocol. For questions, assistance or training in this area, please contact the General Counsel's Office at: OGC-service-request-group@uri.edu

URI Policy:

The [Approval and Execution of Contracts and Other Binding Documents](#) policy, effective as of 2/20/2023 that requires the following additional reviews:



IT (Information Technology) Contract review. For information, please visit [here](#).

For questions, please email: john.brindamour@uri.edu



ERM (Enterprise Risk Management) review.

For information visit [here](#).



Approvals over certain dollar thresholds are also required per the URI Policy found [here](#).

APPENDIX 1 – PROCUREMENT THRESHOLDS from the BOT Procurement Regulations

This appendix contains the thresholds that determine which Procurement method may be used when the purchase is a Small Purchase funded by any source of funds or when the purchase is not a Small Purchase but is funded by Restricted, Sponsored, or Auxiliary Funds.

Purchases made with Federal funds must also conform to the Code of Federal Regulations Chapter 2, Part 200.

If a combination of funds including unrestricted, Restricted, Auxiliary and/or Sponsored Funds are to be used for any Procurement transaction which exceeds \$50,000 for construction or \$10,000 for any other purchase, those fund sources must be determined in advance of the purchase and no transfer of funds can occur retroactively which might alter the determination of the Procurement methodology employed. When a combination of fund sources is used, the most restrictive applicable statutes and regulations apply. If the amount of the purchase exceeds \$50,000 for construction or \$10,000 for any other purchase, then if any unrestricted funds are being used, the purchase is subject to State procurement regulations:

University of Rhode Island Procurement Thresholds Effective through 6/30/2026						
Purchase Category	Description	Small Purchases - No quotes required	Informal (3 quotes)	Public Sealed Bid	Construction Small Purchase No quotes required	Construction (Public Bid)
A	State Funds	<= \$10,000	N/A	>\$10,000	<= \$50,000	>\$50,000
B	URI - Restricted	<= \$10,000	N/A	>\$10,000	<= \$50,000	>\$50,000
C	URI - Auxiliary	<= \$10,000	N/A	>\$10,000	<= \$50,000	>\$50,000
D	URI - Research/Sponsored*	<= \$10,000	\$10,000 - \$50,000	>\$50,000	Consult Research Accounting	Consult Research Accounting
E	URI - A&E or Consultant	<= \$10,000	\$10,000 - \$20,000	>\$20,000	N/A	N/A

**Must conform to OMB Uniform Guidance where applicable*