

Fiscal Year-End Closing

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The fiscal year for the UNT System begins September 1 and ends August 31. Year-end deadline notices with exact deadline dates for each type of order are usually distributed during April or May of each year. Adherence to the schedule will help ensure that your purchases can be processed by the end of the fiscal year.

If the order is for the new fiscal year, in your requisition Justification/Comments add the following statement: "FYXX - For Invoicing and Delivery on or after 9/1/XX". For requisitions on budgetary and non-budgetary funds, the department must change the Budget Date to 9/1/XX. For requisitions on project/grant funds, use the current date.