

University of California Santa Cruz ~ PROCUREMENT SERVICES OFFICE ~ Fiscal Close Schedule 2025-26

2026 Due Date		Unit or System	Event
Week of 5/31/26			
6/1 - MO	7 am	CruzBuy	First day to generate requisitions for goods & services to be received on or after July 1 *and* where FY27 funds must be used. ~ Instructions: In the CruzBuy Internal Notes field indicate the requisition is to be processed in FY27 and select "Yes" in the Special Handling field. ~ Restrictions: Limited to requests where a long lead-time is needed to secure goods or services, or for blanket orders covering FY27 (Note: Requests for blanket orders will be reviewed and Procurement Services will determine if a blanket order is the best method for requested commodities). ++ Do not use this method for ordering supplies typically delivered the next day e.g., office supplies, lab supplies, etc.
6/1 - MO	5 pm	CruzBuy	Last day to receive CruzBuy org approval for FY26 orders/change orders greater than \$25,000. ~ Instructions: CruzBuy requisitions for FY26 exceeding \$25,000 must be submitted and pass Org Approval by 5pm 6/1/26 and include all necessary supporting documentation for order processing. Requisitions missing the necessary supporting documentation will be accommodated as exceptions and processed only if workload allows. ~ Restrictions: None.
6/5 - FR	5 pm	CruzBuy	Last day to receive unit approval in CruzBuy for FY26 orders/change orders less than \$10,000 requiring Procurement Services or other organizations to review and approve the request. ~ Instructions: Review order workflow and request PI/Other Approvers, Budget Approvers and/or F&E Approvers review and approve orders before 5pm on 6/5/26. Order types impacted by this deadline are: . Inventorial Equipment . Blanket and Change Order Requests . Services Requests . Food and Entertainment Requests . Hazardous Materials and Chemical/Biological Reagents Requests . Any Request Form found in the Misc. and Restricted Purchases folder in CruzBuy ~ Restrictions: None
6/5 - FR	5 pm	CruzBuy	Last day to receive unit approval in CruzBuy for FY26 orders/change orders within the \$10,000 to \$25,000 range. ~ Instructions: Review order workflow and request PI/Other Approvers, Budget Approvers and/or F&E Approvers review and approve orders before 5pm on 6/5/26. ~ Restrictions: None
Week of 6/28/26			
6/30 - TU	5 pm	CruzBuy	Last day to receive org approval in CruzBuy for FY26 Purchase Order Requisitions less than \$10,000 *not* requiring Procurement Services review or special handling. ~ Instructions: Review order workflow and request PI/Other Approvers & Budget Approvers and F&E Approvers review and approve orders before 5pm 6/30/26.
7/1 - WE	7 am	CruzBuy	Beginning today, CruzBuy Purchase Orders will post to FY27, unless special handling is requested. See next line item for requesting FY26 Purchase Orders.
7/1 - WE	7 am	CruzBuy	First day to request special circumstance Purchase Orders/change orders to be back-dated to FY26. These requests will be accommodated as workload allows. ~ Instructions: In the CruzBuy Internal Notes field indicate order is to be processed in FY26 and select "Yes" in the Special Handling field on the requisition. ~ Restrictions: . This method must be limited to requests where there is a significant budget impact. . Orders must be between \$10,000 and \$99,999.99. Orders valued less than \$10,000 will be processed in FY27. Orders \$100,000 and over might require a request for proposal (RFP).

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2026 Due Date		Unit or System	Event
Week of 7/5/26			
7/6 - MO	5 pm	CruzBuy	Last day to request special circumstance Purchase Orders/change orders to be processed for FY26. ~ Instructions: In the CruzBuy Internal Notes field indicate order is to be processed in FY26 and select "Yes" in the Special Handling field on the requisition. ~ Restrictions: + This method must be limited to requests where there is a significant budget impact. + Orders must be between \$10,000 and \$99,999.99. Orders valued less than \$10,000 will be processed in FY27.
7/8 - WE	5 pm	Procurement Services	Last day for Procurement Services to complete and approve FY26 FIS Change Orders for pending FY26 payments.
7/10 - FR	5 pm	Procurement Services	Last day for Procurement Services to complete and approve FY26 POs. Payments against these orders will be posted in FY27.
Week of 7/12/26			
7/13 - MO	7 am	FIS	**** FIS will be unavailable today ****
7/13 - MO	7 am	CruzBuy	** CruzBuy will be available but orders submitted today will not be processed until Tuesday 7/14 **
7/14 - TU	7 am	Procurement Services	First day to enter FY27 Change Orders for FY26 rolled Purchase Orders.