

College of Southern Nevada Fiscal Year 2026 Year-End Cut-Off Dates

Memorandum

From: Lisa Bakke, Vice President, Finance and Administration

Date: February 23, 2026

To ensure financial transactions are completed prior to June 30, 2026, and to prepare College of Southern Nevada's financial statements for audit purposes, the following guidelines and cut-off dates have been established. These dates will affect all State operating accounts, FD129, FD138, FD139 and Grant accounts: FD501 through FD503 ending on June 30, 2026

Important Notes

- 1 Department chargeback costs incurred on or before June 30, 2026, will be included in FY26.
- 2 Ensure open purchase orders are fully encumbered for expected expenses through June 30, 2026.
- 3 Deadlines apply to all State, Non-state, and Grant funds.

Cut-Off Dates

Document Type	Description	Deadline
Purchase Requisitions	Furniture and general requisitions	March 27, 2026 – 5:00 PM
P-Card Transactions	State accounts	April 27, 2026 – 5:00 PM
Invoices & Expense Reports	Expenses before June 1, 2026	June 1, 2026 – 5:00 PM
Invoices & Expense Reports	Expenses June 1–June 30, 2026	July 6, 2026 – 5:00 PM