



TEXAS TECH UNIVERSITY Procurement Services

REVISED Procurement Services 2025/2026 Fiscal Deadlines

Procurement Services (“PS”) has established the following *REVISED* fiscal year-end deadlines for transactions against current fiscal year (“FY”) funds and established financial transactions for the start of FY26. PS established these deadlines to enable PS staff to manage the increased fiscal year-end workload. Deadline flexibility is impacted when additional reviews or approvals are required outside of PS.

TechBuy will open on April 1, 2025, for FY26 requisitions. Transactions must have an accounting date of “9/1/2025” to enable the workflow for FY26 transactions. Failure to do so will result in the transaction being encumbered on FY25 funds. This is an automated TechBuy process. FY25 transactions will only be processed when the funds are available (when the budget is open and correctly set up by the department).

Please refer to [Operating Policy and Procedure 72.09](#) for process guidance.

FY25 FUNDS

NOTE: Jaggaer/TechBuy will be down for maintenance Friday, August 29, 2025, from 9:00 p.m. until Monday, September 1, 2025, at 10:00 p.m. Procurement will not be able to process any transactions, including requisitions, purchase orders, or invoices, during this time. Deadlines have been adjusted accordingly. This does not include PCard or travel transactions.

Purchases of goods, furniture, equipment, or services utilizing FY25 funds.	\$100,000.01 or above	Purchases that require formal procurement: not on a purchasing/cooperative contract, TTU contract, State of Texas contract, sole-source, etc. * If any equipment acquisition requires facility modification, please see the link on the second page. *	By June 6, 2025
Purchases of goods, furniture, equipment, or services utilizing FY25 funds.	Less than \$100,000 or any dollar amount if on a TTU or cooperative contract	Purchases that do not formal procurement or purchases on a TTU, State of Texas, or cooperative contract. Also includes sole-source and exempt transactions. * If any equipment acquisition requires facility modification, please see the link on the second page. *	By August 1, 2025
PCard FY25 expenditures	All Pcard transactions	FY25 Transactions posted on or before 8/29/2025 must be submitted by 5:00 p.m. on 8/29/2024 to charge FY25 funds .	By August 29, 2025
Invoices FY25 expenditures	All vendor invoices	Receiving must be completed by 8/27/2025 for payment to be posted to FY25 when a required invoice is present. Receiving must be completed when a required invoice is submitted.	By August 25, 2025
Direct payments for FY25 expenditures	All direct payments	FY25 direct payments must be received by Payment Strategies no later than 5:00 p.m. on Friday, August 20, 2025 . After this date, transactions will be posted to FY26.	By August 20, 2025 , and the PO is completed.
Wire payments utilizing FY25 funds	All wire payments	Wire payments need to be submitted by Monday, August 18, 2025, for posting in FY25.	By August 18, 2025
Voyager Fleet Card expenses utilizing FY25 funds	All Voyager card transactions	FY25 charges on the Voyager Fleet Card before July 18, 2025 , will be charged to FY25 funds.	By July 18, 2025

Travel Reimbursements	All travel transactions	Travel expense reports processed against FY25 funds must be entered into Chrome River. To ensure that travel expenses are processed against the correct fiscal year funding, domestic travel vouchers must be submitted online within five (5) working days after the traveler's return to headquarters or no later than 5:00 p.m. on August 22, 2025. Foreign travel expense reports must be submitted no later than August 18, 2025.	By August 22, 2025
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FY26 FUNDS

Purchases of goods, furniture, or equipment utilizing FY26 funds.	\$100,000.01 or above	Purchases that require formal procurement: not on a purchasing/cooperative contract, TTU contract, State of Texas contract, sole source, etc. * If any equipment acquisition requires facility modification, please see the link below. *	By May 30, 2025
Purchases utilizing FY26 funds.	Less than \$100,000 or any dollar amount if on a TTU or cooperative contract	Purchases not requiring formal procurement or purchases on a TTU, State of Texas, or purchases on a cooperative contract. Also includes sole-source and exempt transactions. * If any equipment acquisition requires facility modification, please see the link below. *	By June 27, 2025
Copiers utilizing FY26 funds	All copiers	Copiers (new and renewals), equipment, and annual service contracts.	By July 7, 2025
Business contracts that must be completed prior to 9/1	All business contracts	Contracts that must be in place by 9/1.	By June 13, 2025
PCard FY26 expenditures	All Pcard transactions	Transactions posted on or after 8/30/2025 , and expense reports submitted on or after 8/30/2025 will be charged to FY26 funds .	After August 30, 2025
Voyager Fleet Card expenses utilizing FY26 funds	All Voyager card transactions	Charges on the Voyager Fleet Card on or after July 24, 2025 , will be charged to FY26 funds .	On or after July 24, 2025
Travel Reimbursements	All travel transactions	Any trips beginning with a start date of 9/1/2025 or later will be encumbered and processed using FY26 funding in Chrome River.	

*** For any facility renovation/modification, the department must submit a project request <https://www.depts.ttu.edu/operations/iservicedesk-intermediary.php>. This includes, but is not limited to, equipment that requires additional electrical support, ventilation, data support, size and/or floor load accommodation, vibration analysis, etc. For additional questions about facility modifications, please email operations.projectoffice.staff@ttu.edu.**

**** To utilize FY25 appropriated funds (funds starting with 11, 12, 13, and 14), all purchase orders must be completed, and the department must create a receipt on the purchase order by August 29, 2025.**