



Santa Clara County Office of Education

Dr. David M. Toston, Sr.
County Superintendent of Schools

Business, Facilities, & Operations Division

DATE: April 1, 2026

TO: Santa Clara County Office of Education Staff

FROM: Deanna Herrera, Accounting Manager, Internal Business Services
Josephine Dy-Liacco, Purchasing Manager

SUBJECT: 2025-26 Fiscal Year-End Deadline Schedule

The schedule below outlines the key dates for the FY2025-26 year-end closing process to ensure timely submission and review of items and processes critical to closing the fiscal year. Year-end workshops for the fiscal year 2025-2026 are scheduled for April 13-14, 2026. In these workshops, we will provide an overview of the fiscal year-end deadlines and answer any questions you may have.

Month	Due Date	Item	Description
APRIL 2026	4/29	Purchase Order	Purchase Requisitions that require a bid or RFP
MAY 2026	5/5	Purchase Card	P-Card transactions for the month of April
	5/13	Purchase Order	All other Purchase Requisitions <i>(Please ensure all goods and services are received by June 30, 2026)</i>
	5/28	Reimbursement Claims	Reimbursement claims for the month of April
	5/29	Purchase Order	Last day to order items on a blanket PO including AAA Workspace (Just-in-Time) orders
Note:		Purchase requisition dates above indicate cutoff for requisitions to be in Purchasing's final queue.	
JUNE 2026	6/5	Purchase Card	P-Card transactions for the month of May
	6/10	Purchase Order	Last day for Purchase Order Change Orders (POCO) <i>(Please ensure all goods and services are received by June 30, 2026)</i>
	6/18	Accounts Receivable (A/R)	Last day to create invoices in IBM (QCC Invoicing Billing Management), for FY25-26 - IBM Module will reopen on July 7, 2026 for FY 26/27
	6/26	Reimbursement Claims	Reimbursement claims for the month of May
	6/29	Cash Deposits	Last day to submit cash and check deposits for FY25-26



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JULY 2026	7/6	Purchase Card	P-Card transactions for the month of June
		Journal Entries	Final Journal Entries for all funds
	7/10	Accounts Payable (A/P)	Final A/P invoices, please submit invoices to Accounting Services as they are received from vendors
	7/20	Reimbursement Claims	Reimbursement claims for the month of June

Thank you for your cooperation in helping us meet the above deadlines!

Please note: any exceptions to the final deadlines will need approval by the respective Division Head and final approval by the Assistant Superintendent of Business Services.