

## Hampton City Schools Fiscal Year (FY) 2025-2026 Year-End Closeout Calendar

**TO:** All MUNIS Users

**FROM:** Lisa Deanhofer, Accounting Manager

**DATE:** February 9, 2026

Please adhere to the deadlines below to ensure HCS has an organized and timely year-end closeout process in MUNIS.

| Description                                                                                                                                                    | Deadline |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|
| <b>Prior Year (FY 2025) Purchase Orders</b> must be cleared in MUNIS.                                                                                          | March 31 |
| <b>All Funds Requisitions (Bid required only)</b> must be submitted to Procurement.                                                                            | March 31 |
| <b>Fund 50 (Operating Fund) Requisitions (No bid required)</b> must be submitted to Procurement/Accounts Payable.                                              | April 24 |
| <b>All Other Funds (51, 52, 60, 65, and 95) Requisitions</b> must be submitted to Procurement/Accounts Payable. (Except Perkins and 21st Century - see below)  | June 5   |
| <b>Perkins and 21st Century must be encumbered</b> (i.e., the purchase order must be sent to the vendor to process the order on or before June 30).            | June 22  |
| <b>Travel and mileage reimbursements</b> incurred prior to July 1 must be submitted and approved.                                                              | July 16  |
| <b>Current Year (FY 2026) invoices</b> must be submitted to Accounts Payable immediately upon receipt. Items on backorder should not be submitted for payment. | August 3 |

If you have questions, please contact Lisa Deanhofer at 727-2338.