

University of Konstanz · Box 214 · 78457 Konstanz, GERMANY

To all staff with budget management responsibilities  
- at the university -

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24.09.2025

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## 2025 annual accounts deadlines

Dear colleagues

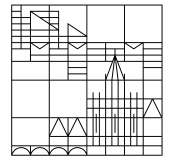
To ensure that 2025 budget funds can be used for your payments, please submit all the required request forms, invoices and other documents by the deadlines listed below. If you do not, payments may have to be made with funds from the following budget year (2026).

The regulations for the transfer of 2025 budget funds will be decided upon by the Rectorate at a later date.

Best regards

**Carsten Kasprik**

Attachment



24.09.2025

## 2025 annual accounts deadlines

### 1. Requests for purchases:

furniture	<b>Friday, 10.10.2025</b>
all other purchases under € 50,000	<b>Friday, 24.10.2025</b>
purchases exceeding € 50,000	A time-consuming public tender may be required before we can place an order.

Important: Payments can generally only be made after delivery/provision of service.

**While you are free to place orders after the aforementioned dates, in these cases, we cannot guarantee that payments will be made from this year's budget.**

### 2. Requests for rebooking material resources and funding for investment

as soon as possible – latest date: **Friday, 05.12.2025**

### 3. Invoices

a) for teaching assignments (to Human Resources)	<b>Monday, 10.11.2025</b>
b) for travel and travel grants (to Human Resources) <b>Absolute DEADLINE, no exceptions possible!</b>	<b>Friday, 14.11.2025</b>
c) for literature to be paid from basic funding (to Library)	<b>Friday, 12.12.2025</b>
d) for all other deliveries and services	<b>Friday, 12.12.2025</b>

### 4. Requests for student assistants

This deadline will be announced later in the Einblick newsletter.

### 5. Universitätskasse (university cashier's office)

The cashier's office is open every Wednesday between 09:00 and 12:00 for cash transactions.