

For HHS Contract Providers: End of Fiscal Year Checklist

Use this checklist to confirm you completed **all necessary PASSPort tasks**.

Note: This checklist is a recommended resource from the MOCS Learning and Development team. Be sure to also follow any specific guidance provided by your contracting agency.

Close Out FY25

- ❑ **Confirm that all FY25 deliverables and milestones** have been met.
- ❑ **Submit all outstanding Invoices.** [Here's how](#). For services crossing FY25 and FY26, submit separate invoices for the respective fiscal year purchase order.
- ❑ **Resolve Draft Invoices** - either submit or cancel them – [here's how](#). To find Draft Invoices, go to Financials > Browse Invoices > select Status: Draft. Draft status invoices may include invoices that have been returned to you by your Agency for revision (see also your PASSPort email notifications with subject line: Invoice Returned for Revision).
- ❑ **Download budget and invoicing data** for your records or audits, if needed. [Here's how](#). Data can be downloaded at any time.

Prepare for FY26

Contracts

- ❑ **Complete any outstanding FY26 contract tasks.** This may include completing the Vendor Document Submission Task and approving the Contract Authoring Document. [Here's how](#).
- ❑ **If you're a NYC Council Discretionary Funding Awardee**, ensure all procedural requirements have been completed for award clearance – [refer to this checklist](#).

Financials

- ❑ **Submit any outstanding FY26 contract budget(s).** [Here's how](#).

Vendor Profile

- ❑ **Review and update your Contacts and Disclosures.** To make changes to your disclosures, submit a [Change Request](#). To update the CEO section, reach out to the [MOCS Service Desk](#).
- ❑ **Check your Commodity Enrollments** to confirm the commodities still accurately describe what our organization provides (or has the capacity to provide). [Learn more](#). If you're a NYC-certified M/WBE, review your [SBS M/WBE profile](#) for accuracy.
- ❑ **Verify your Prequalifications** are in Approved status and have not expired. Learn more: [HHS PQL](#) and [Discretionary PQL](#).