



FINANCIAL SERVICES FY 2019/2020 YEAR-END CALENDAR

**DUE DATES AND DEADLINES ARE FOR UNIVERSITY AND ALL AUXILIARIES
DEADLINES ARE CLOSE OF BUSINESS (5:00 pm) UNLESS OTHERWISE NOTED**

April 8 – Wednesday

- Review and validate open purchase order encumbrances that were unpaid as of Mar 31st. Completion of services or delivery of goods for purchase orders using current fiscal year funds cannot extend past June 30th. Email Lorrie Dineen-Thackeray, ldineen@csum.edu to cancel or revise.
- Open balances on blanket orders need to be reviewed to ensure the encumbrance is accurate and appropriate to last through June 30th.

April 10 – Friday

- Last day to submit expense transfers and chargeback requests for expenses/services charged through March 31st.
- Last day to submit requisitions **not** requiring formal bids for **acquisition of electronic and information technology items requiring ATI compliance**. This will allow time for ATI review, in compliance with Section 508 of the Rehabilitation Act.
- Last day to submit requisitions for current fiscal year that **require formal bids**. This will allow time to comply with formal competitive bidding requirements and issue contracts or purchase orders prior to fiscal year-end closing. **Note:** If you are uncertain if a transaction involves a formal bid, contact *Contract Services & Purchasing*.

April 29 – Wednesday

- Last day to update ProCard for April charges.
Note: Review the COVID-19 related expense guidelines below and update all coding with the project id (3000002) or class code (COV19).

May 1 – Friday

- Review open and unpaid purchase orders with delivery dates prior to April 30. E-mail Lorrie Dineen-Thackeray, ldineen@csum.edu to cancel or revise.
- All AP invoices, reimbursements and travel claims due to Accounts Payable.
Note: Review the COVID-19 related expense guidelines below and update all invoice coding with the project id (3000002) or class code (COV19).

May 4 – Monday

- Last day to submit expense transfers and chargeback requests for expenses/services charged through April 30th.
- Last day to submit requisitions for the current fiscal year for **acquisition of items NOT requiring formal bidding**. This will allow time to comply with informal bidding requirements and issue contracts or purchase orders prior to the fiscal year-end closing.

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May 28 – Thursday

- Last day to update ProCard for May charges.
Note: Review the COVID-19 related expense guidelines below and update all coding with the project id (3000002) or class code (COV19).
- Review open blanket purchase orders. E-mail Lorrie Dineen-Thackeray, ldineen@csum.edu to cancel or revise.

June 1 – Monday

- Last day to submit expense transfers and chargebacks requests for expenses/services charged through May 31st.
- Purchase orders for next fiscal year can now be processed. Includes blanket purchase orders.
- Submit FY 20/21 agreement renewals to avoid service gaps.
- All FY 19/20 purchase orders will be closed.

June 5 – Friday

- Last day to submit AP invoices for payment from bond funds.
- Last day to request a CSU inter-campus CPO (Cash Posting Order).

June 10 – Wednesday

- All AP invoices, reimbursements and travel claims due to AP at CMA-AP@csum.edu.
Note: Review the COVID-19 related expense guidelines below and update all invoice coding with the project id (3000002) or class code (COV19).
- ProCard use should only occur for **EMERGENCY** related transactions until June 30th.
- Last day to earmark funds to be carried forward to new fiscal year.

June 17 – Wednesday

- **Last AP disbursement cycle** for current fiscal year.
- Cruise fuel log due to Financial Services at acct@csum.edu.

June 19 – Friday

- Current fiscal year purchase orders are closed unless otherwise indicated that encumbrance is to carry forward to next fiscal year, FY 20/21.
- Last day to submit expense transfers and chargeback requests for current fiscal year.
- Last day to submit requests to Billing for current fiscal year invoices to be generated for customers in the current fiscal year. Invoice requests for goods and services must be submitted if goods or services were provided prior to 7/1/2020.

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June 22 – Monday

- Petty Cash receipts submitted and balance reconciled to the General Ledger.
- All departmental deposits must be submitted to cashier.
- Cruise expense and fuel log for June due to Financial Services: accnt@csum.edu.
- ProCard charges will be available for coding.

June 26 – Friday

- Cashier office closes at noon.
- Last day for ProCard updates in PS CFS for June charges.
Note: Review the COVID-19 related expense guidelines below and update all coding with the project id (3000002) or class code (COV19).
- Receiving office closes at noon; all goods must be received before noon to be included as current fiscal year expense.
- **All AP invoices, reimbursements and travel claims due to AP.**
Note: Review the COVID-19 related expense guidelines below and update all invoice coding with the project id (3000002) or class code (COV19).
- **Please email accnt@csum.edu if you have received goods or services prior to July 1 but have not yet received an invoice from the vendor.**

COVID-19 Related Expenses (including Travel Cancellations)

Expenses incurred specifically related to the COVID-19 response should have the **project ID 3000002** or **class code COV19** added to the normal chartfield (Account/Fund/Dept) for that cost. Include this information for purchase orders, check requests, expense reports, travel claims, and direct pay invoices.