



Financial Services
 200 Maritime Academy Drive
 Vallejo, CA 94590
 707-654-1028
[https://www.csum.edu/fiscal -services/](https://www.csum.edu/fiscal-services/)

DATE: April 20, 2022
 TO: Deans, Directors & Other Campus Administrators
 FROM: Jane Zacchia, Interim University Controller
 SUBJECT: **FISCAL YEAR 2021/2022 Year-End Deadlines**

It is time to start planning for our year-end processing and this memo details the year-end deadlines for Fiscal Year 21/22.

The dates have been established in order to meet the strict deadlines imposed by the State of California for year-end procurement, financial processing and reporting. Financial Services needs your cooperation and strict adherence to ensure that the fiscal year-end financial reports are timely, accurate and complete.

DATE	ACTION
April 29	<ul style="list-style-type: none"> • Last day to Update ProCard for April charges. • 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 and update all invoice coding with the project ID (3000002) or class code (COV19).
May 6	<ul style="list-style-type: none"> • Final date to submit requisitions for the current year for acquisition of items NOT requiring formal bidding. • Last day to submit expense transfers and chargeback requests for services/expenses charged through April 30th.
May 27	<ul style="list-style-type: none"> • Review open blanket purchase orders. E-mail Lorrie Dineen-Thackeray, ldineen@csum.edu to cancel or revise. Review all POs for any other change orders. Get invoices sent to Accounts Payable. • Last day to update ProCard for May charges.
June 1	<ul style="list-style-type: none"> • Submit FY 22/23 agreement renewals to avoid service gaps. • Last day to submit expense transfers and chargebacks requests for services/expenses charged through May 31st. • Purchase orders for next fiscal year can now be processed. Includes blanket purchase orders.

June 3	<ul style="list-style-type: none"> • Last day to submit AP invoices for payment from bond funds. • Last day to request a CSU inter-campus Cash Posting Order (CPO).
June 10	<ul style="list-style-type: none"> • 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 FY22/23.
June 10	<ul style="list-style-type: none"> • Current fiscal year purchase orders are closed unless otherwise indicated that encumbrance is to carry forward to next fiscal year, FY 22/23. All Blanket Purchase Orders will be closed. • All AP Invoices, reimbursements and travel claims due to AP at CMA-AP@csum.edu. • Last day to earmark funds to be carried forward to new fiscal year.
June 16	<ul style="list-style-type: none"> • Last AP disbursement cycle for current fiscal year.
June 17	<ul style="list-style-type: none"> • Final date to submit a) expense transfer and chargeback requests, and b) Concur expense reports for Travel & Hospitality reimbursement. • Last day to submit billing requests for invoice to be generated to customers in current fiscal year.
June 17	<ul style="list-style-type: none"> • Invoices for goods and services must still be submitted if service was performed prior to 07/01/2022.
June 24	<ul style="list-style-type: none"> • Final date to submit Petty Cash vouchers. • All departmental deposits must be submitted to cashier. • ProCard charges will be available for coding.
June 27	<ul style="list-style-type: none"> • Last day for ProCard updates for June charges. • All AP invoices, reimbursements and travel claims due to AP- email acct@csum.edu if you have received goods or services prior to July 1st but have not yet received an invoice from the vendor.
June 30	<ul style="list-style-type: none"> • Cashier office closes at noon. • Receiving office closes at noon; all goods must be received before noon to be included as current fiscal year expense. • The support appropriation's (48485) uncommitted balances will be pooled and allocated centrally.

We ask that you review all outstanding encumbrances to ensure that only valid obligations are posted to your accounts.

Other questions should be directed to Accounting.

Please distribute this memo within your areas as necessary. Thank you.

cc: Franz Lozano, Vice President and CFO for Administration & Finance
Frank Vescio, Accounting Manager
Lorrie Dineen-Thackeray, Director of Contracts and Procurement
Andrew Som, Budget Director
Scott Woody, Director, Facilities Planning, Design & Construction