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DATE: April 8, 2021  
 TO: Deans, Directors & Other Campus Administrators  
 FROM: Rabi Joseph, University Controller  
 SUBJECT: **FISCAL YEAR 2020/2021 Year-End Deadlines for University and all Auxiliaries**

It is time to start planning for our year-end processing and this memo details the year-end deadlines for Fiscal Year 2020/2021 (July 1, 2020 – June 30, 2021)

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
<b>April 30</b>	Last day to Update ProCard for April charges.
<b>May 7</b>	Final date to submit <b>requisitions</b> for the current year for <b>acquisition of items NOT requiring formal bidding.</b>
<b>May 27</b>	Review open blanket purchase orders. E-mail Lorrie Dineen-Thackeray, <a href="mailto:ldineen@csum.edu">ldineen@csum.edu</a> to cancel or revise. Last day to update ProCard for May charges.
<b>June 1</b>	Submit FY 21/22 agreement renewals to avoid service gaps.
<b>June 4</b>	Last day to submit AP invoices for payment from bond funds. Last day to request a CSU inter-campus Cash Posting Order (CPO).
<b>June 09</b>	ProCard use should only occur for EMERGENCY related transactions until June 30 <sup>th</sup> . Last day to earmark funds to be carried forward to new fiscal year FY21/22.
<b>June 11</b>	<b>Current fiscal year purchase orders are closed</b> unless otherwise indicated that encumbrance is to carry forward to next fiscal year, FY 21/22.
<b>June 16</b>	Last AP disbursement cycle for current year.
<b>June 18</b>	Final date to submit a) Journal Entry for <b>expense transfer and chargeback requests, and b)</b> requests for <b>Travel &amp; Hospitality reimbursement.</b> Last day to submit <b>billing requests</b> for invoice to be generated to customers in current fiscal year.
<b>June 18</b>	<b>Invoices for goods and services</b> must still be submitted if service was performed prior to 07/01/2021.

<b>June 25</b>	All departmental deposits must be submitted to cashier. ProCard charges will be available for coding.
<b>June 28</b>	Last day for ProCard updates for June charges. All AP <b>invoices, reimbursements and travel claims</b> due to AP- email <a href="mailto:acct@csu.edu">acct@csu.edu</a> if you have received goods or services prior to July 1 <sup>st</sup> but have not yet received an invoice from the vendor.
<b>June 30</b>	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.

Any other questions should be directed to Financial Services.

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 Contract Services and Procurement  
Andrew Som, Budget Director  
Tom Van-Pelt, Director, Facilities Planning, Design & Construction