



FINANCIAL SERVICES

FY 2020/2021 YEAR-END CALENDAR

DUE DATES AND DEADLINES ARE FOR UNIVERSITY AND ALL AUXILIARY UNITS

ALL DEADLINES ARE CLOSE OF BUSINESS (5:00pm), UNLESS OTHERWISE NOTED.

Apr 7 – 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 9 – Friday

- 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*.
- Last day to submit expense transfers and chargeback requests for services/expenses charged through March 31st.

Apr 16 – Friday

- 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.

April 30 – Friday

- 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 below and update all invoice coding with the project id (3000002) or class code (COV19).

May 7 – Friday

- Last day to submit expense transfers and chargeback requests for services/expenses 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 27 – Thursday

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

June 1 – Tuesday

- 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.
- **Submit FY 21/22 agreement renewals to avoid service gaps.**

June 4 – 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 9 - 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 11 – Friday

- **Current fiscal year purchase orders are closed unless otherwise indicated that encumbrance is to carry forward to next fiscal year, FY 21/22.**

June 16 – Wednesday

- **Last AP disbursement cycle** for current fiscal year.

June 18 – Friday

- Last day to submit expense transfers and chargeback requests for current fiscal year.
- Last day to submit invoice requests to billing for current fiscal year for invoice to be generated to customer in current fiscal year.
- Invoices for goods and services provided must still be submitted if service was performed prior to 07/01/2021.

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June 25 – Friday

- Petty Cash receipts submitted and balance reconciled to the General Ledger.
- All departmental deposits must be submitted to cashier.
- ProCard charges will be available for coding.

June 28 – Monday

- Last day for ProCard updates in PS CFS for June 2021 charges.
- ***All AP invoices, reimbursements and travel claims due to AP - please email acct@csum.edu if you have received goods or services prior to July 1 but have not yet received an invoice from the vendor.***

Note: Review the COVID-19 related expense guidelines below and update all invoice coding with the project id (3000002) or class code (COV19).

June 30 - Wednesday

- 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.

Reminders: Review all outstanding encumbrances to ensure that only valid obligations are posted to your accounts.

Any other questions should be directed to Financial Services, email acct@csum.edu.

FY20/21 - Receipts and travel advances for international experience are not required this year due to COVID – usually due in June.

For Accounting Only:

- **Cruise cash and fuel expense log for TSGB Cruise 1 and 2 due to Financial Services at acct@csum.edu. {estimate cost for GAAP entry - closing}**