

California State University, Sacramento
Financial Services
2006-2007 Schedule of Key Year End Deadlines for Departments
Presented at Business Partners Roundtable on 2/23/2007 and 4/6/2007

OFFICE AREA	TASK	DEADLINE
PO	Last day to submit hard copy requisitions for 2007/2008 renewal contracts as requested by Procurement (formal contracts only, not service order renewals).	3/9
FAC	Last day to submit Work Order Requests for current fiscal year to Facilities Management.	3/29
PO	Campus Departments to verify validity of outstanding encumbrances (purchase orders). This allows time for corrections and input of new purchase requisitions if funds become available. <i>New CMS Report replaces the SAC8ALL_open_enc_list_by_dept query – see CMS Training Guide.</i>	4/6
PO	Last day to submit requisitions, through CMS, for any purchases or services <u>over \$50,000</u> for the 2006/2007 fiscal year.	4/27
BUSOP	Last day to submit printing orders to Reprographics for billing in 2006/2007.	5/1
CCMS	Last day to submit work orders (chargebacks) by telephone to CCMS/Computing Services for toner cartridges, computer services, etc. for billing in 2006/2007.	5/11
CCMS	Last day to submit telephone services requests to CCMS/Telecommunications Services on the UTS order form for billing in 2006/2007.	5/11
PO	Last day to submit orders through the Stockless Office Supply program for 2006/2007 fiscal year. Orders after this date will be billed in 2007/2008.	5/24
AP, PO	ProCard transactions (statement 4/23 – 5/22) should be available in CMS for reconciliation and adjustment. Credit card charges not posted on this statement will be billed in 2007/2008.	Approx. 5/25 Email Notice
BPA	Last day to submit approved Release Time requests to Budget Office for credit in 2006/2007.	5/31
BUSOP	Last day to incur 2006/2007 charges for photocopy, postage, and OneCard.	5/31
AP	Last day to submit Direct Payment Requests to Accounts Payable to ensure payment in 2006/2007.	6/1
AP	Last day to submit travel requisitions, through CMS, for trips through June 30 th requiring travel advance payments.	6/4

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AP, FACS, BUSOP, CCMS, AS,PO	FINAL CCR charges billed in 2006/2007 due to BIS from Service Providers (Please note - June 2007 will be billed in 2007/2008):	6/4																																																						
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PO	2007/2008 service orders which begin July 1, 2007 should be submitted to Procurement on hard copy requisitions.	6/4																																																						
AP, PO	Last day for ProCard Statement (4/23 – 5/22) reconciliations and adjustments in CMS.	6/6																																																						
AP	Last day to submit approved ProCard Statements (4/23 – 5/22) with receipts to Accounts Payable.	6/11																																																						
AP	Last day to submit travel requisitions, through CMS, for all trips through June 30 th not requiring travel advance payments.	6/15																																																						
AS	Last date to submit manual chargebacks & expenditure transfers for processing in fiscal year 2006/2007.	6/15																																																						
PAY	Last day to submit payroll documents and accruals to Payroll Services. No Accrual	6/15																																																						
PO	Last day to submit requisitions, through CMS, for purchase and service orders <u>up to \$50,000</u> for 2006/2007 fiscal year (including requests for Payment in Advance – PIA). For emergency purchase requests between 6/18 and 6/29, please submit a hard copy requisition with justification to David Shannon in Procurement Services for approval.	6/15																																																						
SFSC	Last day to submit requests for invoices to the Student Financial Services Center from other areas for services through May.	6/15																																																						

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HR/PAY	Last day to submit PTF for 2006/2007 for separations and appointments made by June 30, 2007.	6/18
PAY	Last day to submit 5/11 – 5/19 Federal Work Study (FWS) attendance reports.	6/18 noon
PAY	Last day to submit 5/11 – 6/10 student assistant reports.	6/18 noon
PAY	Cut-off date for any June payroll that will have to be released in July.	6/21
BPA	Last day for Program Center Contacts to submit budget transfers.	6/28
SFSC, LIB, UTAPS, CCE	All Cashiering locations will close at 3:00 p.m. today.	6/29
PO	First day to submit requisitions, through CMS, for purchase, service and travel orders for the 2007/2008 fiscal year. <i>No more waiting for the State Budget!</i>	7/2
AP	All Invoices and Direct Pay Requests should be submitted to Accounts Payable for goods and services received by June 30, 2007, for accurate campus reporting. AUDIT ISSUE	7/10
All	Chancellor's Office Year End Accounting Close Completed.	7/15

Office Area Key:

AP Accounts Payable
AS Accounting Services
BIS Business Information Services
BPA Budget Planning & Administration
BUSOP Business Operations
CCE College of Continuing Education
CCMS Computing, Communications & Media Services
FAC Facilities Management
HR Human Resources
LIB Library
PAY Payroll
PO Procurement
SFSC Student Financial Services Center
UTAPS University Transportation and Parking Services