

**California State University, Sacramento**  
**Financial Services**  
**2008-2009 Schedule of Key Year End Deadlines for Departments**

Office Area	Task	Deadline
FAC	Last day to submit Work Order Requests for current fiscal year to Facilities Management.	3/27
PO	Last day to submit hard copy requisitions for 2009/2010 renewal contracts as requested by Procurement (formal contracts only, not service order renewals).	4/10
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. See Finance Reference Training "PO Open Encumbrance Report in SacVault (Cognos)" Job Aid under the Financials Section at the following location <a href="http://www.csus.edu/irt/acs/services/cms/training/finance84/index.stm">http://www.csus.edu/irt/acs/services/cms/training/finance84/index.stm</a>	4/10
PO	Last day to submit requisitions, through CMS, for any purchases or services <u>over \$50,000</u> for the 2008/2009 fiscal year.	4/10
BAS	Last day to submit printing orders to Reprographics for billing in 2008/2009. <i>NOTE: Order must be completed by May 29<sup>th</sup> to be billed in 2008/2009.</i>	5/8
IR&T	Last day to submit work orders (charge back) by telephone to Information Resources & Technology (IR&T)/Help Desk for toner cartridges, computer services, etc.	5/11
IR&T	Last day to submit telephone services and network service requests to Information Resources & Technology (IR&T) on the Telecommunications Service order form.	5/11
PO	Last day to submit orders through the Stockless Office Supply program for 2008/2009 fiscal year. Orders after this date will be billed in 2009/2010.	5/22
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 2009/2010.	5/26 Estimate Email
BPA	Last day to submit approved Release Time requests to Budget Office for credit in 2008/2009.	5/29
BAS	Last day to incur 2008/2009 charges for photocopy, postage, and OneCard.	5/29
HR/PAY	Last day to submit 2008/2009 PTFs to HR for staff reappointments ending June 30, 2009.	6/1
AP	Last day to submit Direct Payment Requests to Accounts Payable to ensure payment in 2008/2009.	6/2
AP, FACS, BAS, IR&T, AS,PO	FINAL CCR charges billed in 2008/2009 due to BIS from Service Providers for charges through May 2009 (please note - June 2009 will be billed in 2009/2010). <ul style="list-style-type: none"> <li>• 01 – Reprographics</li> <li>• 02 – OneCard Photocopy</li> <li>• 03 – Photocopy</li> <li>• 04 – Postage</li> <li>• 05 – Stockless Office</li> <li>• 07 – UTS – Usage</li> <li>• 08 – UTS – Labor</li> <li>• 09 – UTS – Equipment</li> <li>• 10 – IRT Work Order</li> <li>• 11 – IRT Monthly Billing</li> <li>• 12 – Facility Work Order</li> <li>• 14 – Utilities – Electricity</li> <li>• 15 – Utilities – Gas</li> <li>• 16 – Fuel Supply Use</li> <li>• 18 – Utilities – Water</li> <li>• 19 – Utilities – Sewage</li> <li>• 20 – Utilities – Solar</li> <li>• 30 – Visitor Parking</li> </ul>	6/2

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AP, PO	Last day for ProCard Statement (4/23 – 5/22) reconciliations and adjustments in CMS.	6/4
AP	Last day to submit approved ProCard Statements (4/23 – 5/22) with receipts to AP.	6/9
AP, PO	Last day to submit travel requisitions to encumber funds in 2008/2009 for trips (with or without advances) ending on or before August 31, 2009. <b>Reminder – travel ending by June 30<sup>th</sup> must be encumbered by this date.</b>	6/12
PO	Last day to submit requisitions, through CMS, for purchase and service orders <u>up to \$50,000</u> for 2008/2009 fiscal year (including requests for Payment in Advance – PIA). For <u>emergency</u> purchase requests between 6/13 and 6/30, please submit a hard copy requisition with justification to David Shannon in Procurement Services for approval.	6/12
SFSC	Last day to submit requests for invoices to the Student Financial Services Center from other areas for services through May.	6/12
PO	2009/2010 service orders which begin July 1, 2009 should be submitted to Procurement on hard copy requisitions.	6/15
AS	Last date to submit manual chargebacks & expenditure transfers for processing in fiscal year 2008/2009.	6/16
PAY	Last day to submit 5/11 – 5/19 Federal Work Study (FWS) attendance reports.	6/17 noon
PAY	Last day to submit 5/11 – 6/10 student assistant reports.	6/17 noon
HR/PAY	PTFs due to HR	6/17
SFSC	Last day to submit Petty Cash Reimbursements to Cashiers for recording in 2008/2009.	6/19
BPA	Last day to submit manual payroll adjustments/corrections for payroll occurring through May 31, 2009 to the Budget Office	6/19
HR/PAY	Docks due to Payroll Office	6/22
BPA	Last day for Program Center Contacts to submit budget transfers.	6/26
SFSC, LIB, UTAPS, CCE	All Cashiering locations will close at 3:00 p.m. today.	6/30
PO	First day to submit requisitions, through CMS, for purchase, service and travel orders for the 2009/2010 fiscal year.	7/2
AP	All Invoices and Direct Pay Requests <b>must</b> be submitted to Accounts Payable for goods and services received by June 30, 2009, for prompt payment and accurate campus reporting. <b>AUDIT ISSUE</b>	7/10
All	Chancellor's Office Year End Accounting Close Completed.	7/15

Office Area Key:

AP	Accounts Payable	HR	Human Resources
AS	Accounting Services	IR&T	Information Resources & Technology
BAS	Business & Administrative Services	LIB	Library
BIS	Business Information Systems	PAY	Payroll
BPA	Budget Planning & Administration	PO	Procurement
CCE	College of Continuing Education	SFSC	Student Financial Services Center
FAC	Facilities Management	UTAPS	University Transportation and Parking Services