

YEAR-END DEPARTMENTAL DEADLINES - 2016/2017

Task #	Office Area	Task	Deadline
1	PO	Last day to submit hard copy requisitions for 2017/2018 renewal contracts as requested by Procurement (formal contracts only, not service order renewals).	3/1/17
2	PO	Campus Departments to verify validity of outstanding encumbrances (purchase orders) by reviewing the Enc (PO) column totals and details in the SacVault (Cognos) Budgeted Funds and Trust Funds reports. Work with Procurement to close any POs that are no longer valid. Note: This is an ongoing task all year, but critical at year end.	3/10/17
3	FAC	Last day to submit Work Order Requests for current fiscal year to Facilities Services.	3/24/17
4	BPA	Last day to submit organization changes that affect the Department Code(s) for implementation in the new fiscal year (effective July 1st)	3/31/17
5	PO	Last day to submit, through CFS, requisitions for any purchase or service over \$50,000 for the 2016/2017 fiscal year.	3/31/17
6	IR&T	Last day to submit telephone services and network service requests to Information Resources & Technology (IR&T) on the Telecommunications Service order form for 2016/2017 fiscal year.	5/5/17
7	PO	Last day to submit orders through the Stockless Office Supply program for 2016/2017 fiscal year. Orders after this deadline will be billed in the 2017/2018 fiscal year.	5/12/17
8	BPA	Last day to submit approved Release Time requests to Budget Office for credit in the 2016/2017 fiscal year.	5/19/17
9	PO	Last day for procurement credit card charges to be applied to the 2016/2017 fiscal year. ProCard charges not posted on May's statement and for the month of June will be billed in the 2017/2018 fiscal year.	5/19/17
10	AP	Last day to submit Direct Payment Requests to Accounts Payable to ensure payment in the 2016/2017 fiscal year.	5/26/17
11	BAS	Jobs submitted to Reprographics must be <u>completed</u> by this date to be billed to fiscal year 2016/2017. All jobs completed after this date will be billed to the next fiscal year 2017/2018.	5/31/17
12	BAS, IR&T, SFSC	Last day to incur 2016/2017 charges for photocopy, postage, and OneCard (credit copy accounts only).	5/31/17
13	FAC, BAS, IR&T, AS, PO	FINAL Chargebacks billed in 2016/2017 fiscal year due to IR&T from Service Providers for charges through May 2017 (please note - June 2017 will be billed in the 2017/2018 fiscal year).	5/31/17
14	HR/PAY	Last day to submit 2016/2017 Personnel Transaction Forms (PTFs) to Human Resources for staff reappointments ending June 30, 2017.	6/1/17
15	HR	Personnel Transaction Forms (PTFs) for the following actions (Deans to Human Resources): -Sabbaticals and Difference-in-pay for Fall 2017 and 2017/2018 academic year (appointment and separation); -Fall 2017 FERP faculty (appointment and separation); -New and reappointed Department Chairs; -Fall 2017 or 2017/2018 Leaves without pay (LWOP) (appointment and separation); -Faculty promotions effective Fall 2017	6/1/17
18	PO	Last day to enter and approve requisitions in CFS for all purchase orders and service orders up to \$50,000 for the 2016/2017 fiscal year (including requests for Payment in Advance-PIA).	6/2/17
19	AP, PO	Last day to enter and approve all travel requisitions in CFS to encumber funds in 2016/2017 for trips (with or without advances) ending on or before August 31, 2017. Reminder – travel ending by June 30, 2017 must be encumbered by this date. Submit by 4:00 pm.	6/2/17
16	PAY	Last day to submit 5/01– <u>5/20</u> Federal Work Study (FWS) attendance reports. Submit by 3:00 pm.	6/6/17
17	PAY	Last day to submit 5/01 – 5/31 student assistant reports. Submit by 3:00 pm.	6/6/17

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20	AP	Last day for ProCard Statement (4/21 – 5/22) reconciliations and on-line adjustments. Send receipts to Procurement Office. Reconcile by 4:00 pm.	6/7/17
21	PO	Last day for approved/signed ProCard Statements (4/21-5/22) with receipts to Procurement Office. Submit by 4:00 pm.	6/9/17
22	SFSC	Last day to submit requests for invoices to the Bursar's Office for 2016/2017.	6/9/17
23	AS, AP	Last day to submit request for Cash Posting Order (CPO) reimbursement to Accounting Services for reimbursement from Chancellor's Office. (e.g. travel reimbursements)	6/9/17
24	BPA	Last day to submit manual payroll adjustments/corrections for payroll occurring through May 31, 2017 to the Budget Office.	6/9/17
25	SFSC	Last day for employees to submit Petty Cash reimbursement to the Bursar's Office to ensure funds are expended in 2016/2017. Submit by 4:00 pm.	6/9/17
26	HR/PAY	Docked time/pay due to Payroll Office.	6/16/17
27	BPA	Last day for Program Center Contacts to submit budget transfers.	6/16/17
28	AP	Last day to submit invoices and Travel Expense Claims to the Accounts Payable office. After this date, all invoices for goods and services received by June 30, 2017 must still be submitted as soon as possible for audit purposes. Note: Direct Payment requests and Travel Advance payments have earlier due dates.	6/16/17
29	AS	Last date to submit expenditure transfers for processing in 2016/2017 fiscal year.	6/19/17
30	AP	Final A/P EFT and checks printed for 2016/2017 fiscal year. No new entries into Accounts Payable on this date.	6/29/17
31	SFSC, LIB, UTAPS, CCE	All Cashiering locations will close at 3:00 p.m. for fiscal year end processing.	6/30/17
32	PO	First day to enter requisitions purchase, service, and travel orders for 2016/2017 fiscal year.	7/3/17

Office Area Key:

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