

## YEAR-END DEPARTMENTAL DEADLINES - 2018/2019

| Task # | Office Area           | Task   | Deadline | Day of the week |
|--------|-----------------------|--|----------|-----------------|
| 1      | PO                    | Last day to submit hard copy requisitions for following year 2018/2019 renewal contracts as requested by Procurement (formal contracts only, not service order renewals).  | 3/1/19   | Fri             |
| 2      | PO                    | Campus Departments to verify validity of outstanding encumbrances (purchase orders) by reviewing the Enc (PO) column totals and details in the FDW Financial Reporting>Financial Summary As of Period Report <b>OR</b> Transaction Inquiry>Open PO Report. Work with Procurement to close any POs that are no longer valid.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.  | 3/8/19   | Fri             |
| 3      | BPA                   | Last day to submit organizational changes, which affect division and/or program center in department hierarchy.  | 3/29/19  | Fri             |
| 4      | PO                    | Last day to submit, through CFS, requisitions for any purchase or service over \$50,000 for the 2018/2019 fiscal year.   | 3/29/19  | Fri             |
| 5      | FAC                   | Last day to submit chargeback work order requests for current fiscal year and/or to encumber funds in 2018/2019 to Facilities Management.  | 4/2/19   | Tue             |
| 6      | FAC                   | Last day to submit project requests for summer work ending on or before August 31, 2019.   | 4/2/19   | Tue             |
| 7      | BPA                   | Department Chartfield changes (Inactivations, Reorganizations and/or New Requests) for 2018/2019 activities.   | 4/26/19  | Fri             |
| 8      | IRT                   | Last day to submit telephone services and network service requests to Information Resources & Technology (IRT) on the Telecommunications Service order form for 2018/2019 fiscal year.   | 5/3/19   | Fri             |
| 9      | BPA                   | Last day to submit approved Release Time Requests to Budget Office for credit in 2018-2019 fiscal year.  | 5/17/19  | Fri             |
| 10     | PO                    | Last day for procurement credit card charges to be applied to the 2018/2019 fiscal year. ProCard charges not posted on May's statement and for the month of June will be billed in the 2019/2020 fiscal year.  | 5/17/19  | Fri             |
| 11     | AP                    | Last day to submit Direct Payment Requests to Accounts Payable to ensure payment in the 2018/2019 fiscal year.   | 5/24/19  | Fri             |
| 12     | USS                   | Jobs submitted to University Print must be completed by this date to be billed to fiscal year 2018/2019. All jobs completed after this date will be billed to the 2019/2020 fiscal year.   | 5/31/19  | Fri             |
| 13     | ROM, IRT, BURS        | Last day to incur 2018/2019 charges for photocopy, postage, and OneCard (credit copy accounts only).   | 5/31/19  | Fri             |
| 14     | FAC, ROM, IRT, AS, PO | FINAL Chargebacks billed in 2018/2019 fiscal year due to IRT from Service Providers for charges through May 2019 (please note - June 2019 will be billed in the 2019/2020 fiscal year).  | 5/31/19  | Fri             |
| 15     | HR/PAY                | Last day to submit 2018/2019 Personnel Transaction Forms (PTFs) to Human Resources for staff reappointments ending June 30, 2019.  | 5/31/19  | Fri             |
| 16     | HR BPA                | Personnel Transaction Forms (PTFs) for the following actions (Deans to Human Resources):<br>-Sabbaticals and Difference-in-pay for Fall 2019 and 2019/2020 academic year (appointment and separation);<br>-Fall 2019 FERP faculty (appointment and separation);<br>-New and reappointed Department Chairs;<br>-Fall 2019 or 2019/2020 Leaves without pay (LWOP) (appointment and separation);<br>-Faculty promotions effective Fall 2019 | 5/31/19  | Fri             |
| 17     | PO                    | Last day to enter and approve requisitions in CFS for all purchase orders and service orders up to \$50,000 for the 2018/2019 fiscal year (including requests for Payment in Advance).   | 5/31/19  | Fri             |
| 18     | AP, PO                | Last day to enter and approve all travel requisitions in CFS to encumber funds in 2018/2019 for trips (with or without advances) ending on or before August 31, 2019. REMINDER – travel ending by June 30th must be encumbered by this date. <b>Submit by 4:00 pm.</b>   | 5/31/19  | Fri             |
| 19     | PAY                   | Last day to submit 5/01–5/20 Federal Work Study (FWS) attendance reports. <b>Submit by 3:00 pm.</b>  | 6/5/19   | Wed             |
| 20     | PAY                   | Last day to submit 5/01–5/31 Student Assistant (SA) attendance reports. <b>Submit by 3:00 pm.</b>  | 6/5/19   | Wed             |
| 21     | AP                    | Last day for ProCard Statement (4/21 – 5/22) reconciliations and online adjustments. Send receipts to Procurement Office. <b>Reconcile by 4:00 pm.</b>   | 6/7/19   | Fri             |
| 22     | AS, AP                | Last day to submit request for Cash Posting Order (CPO) reimbursement to Accounting Services for reimbursement from Chancellor's Office and/or other CSU Campuses. (e.g. travel reimbursements)  | 6/7/19   | Fri             |
| 23     | BURS                  | Last day for employees to submit Petty Cash reimbursement to the Bursar's Office to ensure funds are expended in 2018/2019. <b>Submit by 4:00 pm.</b>  | 6/7/19   | Fri             |
| 24     | PO                    | Last day for approved/signed ProCard Statements (4/21-5/22) with receipts to Procurement Office. <b>Submit by 4:00 pm.</b>   | 6/10/19  | Mon             |

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| 25     | BPA                           | Last day to submit manual payroll adjustments/corrections for payroll occurring through May 31, 2019 to the Budget Office.   | 6/10/19  | Mon             |
| 26     | HR/PAY                        | Docked time/pay due to Payroll Office.   | 6/14/19  | Fri             |
| 27     | BPA                           | Last day for Program Center Contacts to submit budget transfers.   | 6/14/19  | Fri             |
| 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, 2019 must still be submitted as soon as possible for audit purposes.<br><b>Note: Direct Payment requests and Travel Advance payments have earlier due dates.</b> | 6/14/19  | Fri             |
| 29     | BURS                          | Last day to submit requests for invoices to the Bursar's Office for 2018/2019.   | 6/14/19  | Fri             |
| 30     | AS                            | Last date to submit expenditure transfers for processing in 2018/2019 fiscal year.   | 6/21/19  | Fri             |
| 31     | PO                            | Last day for Procurement to process PO's and amendments  | 6/21/19  | Fri             |
| 32     | AP                            | Final A/P EFT and checks printed for 2018/2019 fiscal year. No new entries into Accounts Payable on this date.   | 6/27/19  | Thu             |
| 33     | BURS<br>LIB,<br>UTAPS,<br>CCE | All Cashiering locations will <b>close at 3:00 p.m.</b> for fiscal year end processing. Online payment sites will also be unavailable after 3:00 pm.   | 6/28/19  | Fri             |
| 34     | PO                            | First day to enter requisitions purchase, service, and travel orders for 2019/2020 fiscal year.  | 7/1/19   | Mon             |

**Office Area Key:**

- AP Accounts Payable
- AS Accounting Services
- BPA Budget Planning & Administration
- BURS Bursar's Office
- CCE College of Continuing Education
- FAC Facilities Management
- HR Human Resources
- IRT Information Resources & Technology
- LIB Library
- PAY Payroll
- PO Procurement
- ROM Resource Organizational Management
- USS University Support Services
- UTAPS University Transportation and Parking Services

**Updated 8/7/18**