

**YEAR-END DEPARTMENTAL DEADLINES - 2020-2021**

<b>Task #</b>	<b>Office Area</b>	<b>Task</b>	<b>Deadline</b>
1	PO	Last day to submit hard copy requisitions for following year 2020-2021 renewal contracts as requested by Procurement (formal contracts only, not service order renewals).	3/1/2021
2	PO	Campus Departments to verify validity of outstanding encumbrances. Work with Procurement to close any POs that are no longer valid.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.	3/5/2021
3	PO	Last day to submit, through CFS, requisitions for any purchase or service over \$50,000 for the 2020-2021 fiscal year.	3/26/2021
4	BPA	Last day for Division/College analysts to submit organizational changes, which affect ownership of Department IDs to be effective July 1, 2021.	3/31/2021
5	FAC	Last day to submit chargeback work order requests for current fiscal year and/or to encumber funds in 2020-2021 to Facilities Management.	4/2/2021
6	FAC	Last day to submit project requests for summer work ending on or before August 31, 2021.	4/2/2021
7	BPA	Last day to submit Department Chartfield changes (deactivations, new requests, updates) to be effective July 1, 2021.	4/30/2021
8	PO	Last day to submit orders through the Stockless Office Supply program for 2020-2021 fiscal year. Orders after this deadline will be billed in the 2021-2022 fiscal year.	5/7/2021
9	PO	Last day for procurement credit card charges to be applied to the 2020-2021 fiscal year. ProCard charges not posted on May's statement and for the month of June will be billed in the 2021-2022 fiscal year.	5/18/2021
10	BPA	Last day to submit approved Release Time Requests to Budget Office for credit in 2020-2021 fiscal year.	5/14/2021
11	HR/PAY	Last day to submit 2020-2021 Personnel Transaction Forms (PTFs) to Human Resources for staff reappointments ending June 30, 2021.	5/21/2021
12	AP	Last day to submit Direct Payment Requests to Accounts Payable to ensure payment in the 2020-2021 fiscal year.	5/24/2021
13	FAC, USS, IRT, AS, PO	FINAL Chargebacks billed in 2020-2021 fiscal year due to IRT from Service Providers for charges through May 2021 (please note - June 2021 will be billed in the 2021-2022 fiscal year).	5/31/2021
14	UPM	Jobs submitted to UPM must be completed by this date to be billed to fiscal year 2020-2021. All jobs completed after this date will be billed to the 2021-2022 fiscal year.	5/31/2021
15	UPM, IRT, BURS	Last day to incur 2020-2021 charges for photocopy, postage, and OneCard (credit copy accounts only).	5/31/2021
16	PO	Last day to enter and approve requisitions in CFS for all purchase orders and service orders up to \$50,000 for the 2020-2021 fiscal year (including requests for Payment in Advance).	6/1/2021
17	OFA	Personnel Transaction Forms (PTFs) for the following actions (Deans to Human Resources): -Sabbaticals and Difference-in-pay for Fall 2021 and 2021-2022 academic year (appointment and separation); -Fall 2021 FERP faculty (appointment and separation); -New and reappointed Department Chairs; -Fall 2021 or 2021-2022 Leaves without pay (LWOP) (appointment and separation); -Faculty positions effective Fall 2021	6/1/2021
18	AP	Last day to enter and approve all travel requisitions in CFS to encumber funds in 2020-2021 for trips (with or without advances) ending on or before August 31, 2021. REMINDER – travel ending by June 30th must be encumbered by this date. Submit by 4:00 pm.	6/1/2021
20	BURS	Last day for employees to submit Petty Cash reimbursement to the Bursar's Office to ensure funds are expended in 2020-2021. Submit by 4:00 pm.	6/4/2021
21	PAY	Last day to submit 5/1–5/20 Federal Work Study (FWS) attendance reports. Submit by 3:00 pm.	6/4/2021
22	PAY	Last day to submit 5/1–5/31 Student Assistant (SA) attendance reports. Submit by 3:00 pm.	6/4/2021
23	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)	6/4/2021
24	AP	Last day for ProCard Statement (4/23 – 5/22) reconciliations and online adjustments. Send receipts to Procurement Office.	6/9/2021
19	PO	Last day for approved/signed ProCard Statements (4/23-5/22) with receipts to Procurement Office. Submit by 4:00 pm.	6/10/2021

Task #	Office Area	Task	Deadline
25	BPA	Last day to submit manual payroll adjustments/corrections to the Budget Office, including anticipated ones in June.	6/11/2021
26	BURS	Last day to submit requests for invoices to the Bursar's Office for 2020-2021.	6/11/2021
27	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, 2021 must still be submitted as soon as possible for audit purposes.	6/15/2021
28	HR/PAY	Docked time/pay due to Payroll Office.	6/18/2021
29	BPA	Last day for Program Center Contacts to submit budget transfers.	6/18/2021
30	AS	Last date to submit expenditure transfers ( <b>Excel Spreadsheets &amp; OnBase</b> ) for processing in 2020-2021 fiscal year. If past the deadline, departments need to contact Accounting Services <b>first before submitting the expenditure transfers.</b>	6/18/2021
31	PO	Last Day for Procurement & Contract Services to convert requisitions to purchase orders and process amendments for purchase orders.	6/22/2021
32	AP	Final AP EFT and checks printed for 2020-2021 fiscal year. No new entries into Accounts Payable on this date.	6/28/2021
33	BURS, LIB, UTAPS, CCE	All Cashiering locations will close at 3:00 p.m. for fiscal year end processing.	6/30/2021
34	PO	First day to enter requisitions purchase, service, and travel orders for 2021-2022 fiscal year.	7/6/2021

Updated 6/1/2021

**Office Area Key:**

AP	Accounts Payable
AS	Accounting Services
BPA	Budget Planning & Administration
BURS	Bursars Office
CCE	College of Continuing Education
FAC	Facilities Management
HR	Human Resources
IRT	Information Resources & Technology
LIB	Library
OFA	Office of Faculty Advancement
PAY	Payroll
PO	Procurement & Contract Services
UPM	University Print & Mail
USS	University Support Services
UTAPS	University Transportation & Parking Services