



**Business and Financial Services  
FY 18/19 Year-End Closing Calendar**

ITEM	DEADLINE	DESCRIPTION	CONTACT	EXT
1	04/19/19	Last day to submit requisitions \$50,000 or greater with all backup attached to Procurement. The requisitions must be budget checked and approved.	Barbara Sainz	4449
2	04/13/19	Last day to order computers, monitors and accessories and pay with FY 18/19 funds (technology request must be for current FY deployment); All orders received after April 13th will be billed in FY 18/19 regardless of FY in which equipment is deployed.	Sarah Derho	4531
3	04/20/18	Last day to submit expenditure transfer adjustments to Accounting for transactions through 3/31/19	Juan Tavarez	4451
4	04/20/18	Last day to submit salary adjustments ( <i>includes salary adjustments for Faculty Release time</i> ) to Accounting for transactions through 3/31/19	Alexey Kirillov	4715
5	04/30/19	FYI: Travel accrual instructions and forms will be posted on Business and Financial Services website ( <a href="http://www.csusm.edu/fas/fasforms.html">http://www.csusm.edu/fas/fasforms.html</a> )	Marian Olsen	4485
6	05/01/19	First day to input FY 19/20 requisitions. Accounting and budget dates must be equal to 7/1/19 and the description must include "FY 19/20".	Barbara Sainz	4449
7	05/03/19	Last day to submit requisitions using lottery funds (481xx) with all backup attached to Procurement. The requisitions must be budget checked and approved.	Barbara Sainz	4449
8	05/03/19	Last day to submit invoices for reverting capital/construction funds to Accounts Payable	Veronica Roman	4442
9	05/10/19	Last day to submit requisitions and POAs \$10,000 to \$49,999.99 with all backup attached to Procurement. The requisitions must be budget checked and approved.	Barbara Sainz	4449
10	05/17/19	Last day to submit expenditure transfer adjustments to Accounting for transactions which posted through April	Juan Tavarez	4451
11	05/17/19	Last day to submit salary adjustment forms to Accounting for transactions which posted through April ( <i>includes salary adjustments for Faculty Release time</i> )	Alexey Kirillov	4715
12	05/17/19	Last day to submit write-off requests to Accounting (Library Fines, Parking Fines, Health Services)	Karen Jara	4717
13	05/24/19	Last day to submit chartfield request forms to FSO for departmental reorgs effective 7/1/19	Esther Minturn	4447
14	05/24/19	Last day for departments to submit Personnel Action Notices (PANs) to Budget for appointments between 5/1/19 and 6/30/19	Randy Duncan	4478
15	05/31/19	Last day of Telephone Services chargebacks for FY18/19 (June 2019 Telephone chargebacks will be in FY19/20)	Juan Tavarez	4451
16	06/12/19	Last day to submit salary adjustment forms to Accounting for transactions which posted in May (includes salary adjustments for Faculty Release time)	Alexey Kirillov	4715
17	06/12/19	Last day to submit requisitions less than \$10,000 with all backup attached and POAs to Procurement. The requisitions must be budget checked and approved.	Barbara Sainz	4449
18	06/12/19	Last day to charge ProCard for FY18/19; charges made after this date, but prior to 6/30, may be accrued by Accounting.	Barbara Sainz	4449
19	06/21/19	Last day to submit all invoices for FY18/19 to A/P to be paid by year-end (including those encumbered on a PO, direct pay, travel, capital/construction invoices, Lottery, Library, CSUSM Corp, and ASI) for guaranteed processing. Continue to submit invoices as soon as received.	Veronica Roman	4442
20	06/12/19	Last day for CPOs to be requested for guaranteed processing by year-end	Karen Jara	4717
21	06/14/19	Last day to submit petty cash claims to Cashiers for FY18/19 funds (University, CSUSM Corp, ASI)	Michelle Noel	4486
22	06/14/19	Last day to submit expenditure transfer requests to Accounting for transactions which posted in May	Juan Tavarez	4451
23	06/18/19	Last day to submit release time salary adjustments to be processed by June 30th	Alexey Kirillov	4715
24	06/24/19	Last day to disburse student Financial Aid awards for FY18/19	Julie Lindenmeier	4881
25	06/25/19	Last check run for FY18/19 (all invoices were due 6/21/19)	Veronica Roman	4442
26	06/28/19	All ProCard adjustments and sales tax to be entered by cardholders by 10 AM.	Barbara Sainz	4449
27	06/28/19	Last day to submit all budget transfers to the Budget office for posting to FY18/19	Crystal Villalobos	4461
28	06/28/19	Last day to submit travel accruals to Accounting via expenditure transfer form	Marian Olsen	4485
29	06/28/19	Last day to submit all liability accruals, including capital-related (this may require contacting vendors to obtain invoices related to goods/services received prior to 6/30/18; please notify Accounting immediately if you receive additional invoices after this date)	Juan Tavarez	4451
30	06/28/19	Submit Deposits to Cashiers by 12:00 noon	Michelle Noel	4486
31	07/01/19	Last day to submit expenditure transfer requests to Accounting for transactions which posted in June	Juan Tavarez	4451
32	07/01/19	Last day to submit salary adjustment forms for transactions which posted in June ( <i>includes salary adjustments for Faculty Release time</i> )	Alexey Kirillov	4715
33	07/01/19	Last day to submit A/R billing requests to Accounting	Karen Jara	4717
34	07/01/19	Last day to submit FY18/19 chargebacks to Accounting	Juan Tavarez	4451

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