



**Business and Financial Services
FY 20/21 Year-End Closing Calendar**

| ITEM | DEADLINE | DESCRIPTION | CONTACT | EXT |
|---------------------------|----------|--|-----------------------------------|-----------|
| Previous Deadlines | | | | |
| 4 | 04/02/21 | Last day for departments to encumber Lottery funds | Lindsay Swensen | 4450 |
| 8 | 04/05/21 | The last day to submit move requests for reconfigurations of any modular furniture. At this point move requests <u>can not</u> include new furniture orders or require outside vendors. | Tipper Phillips | 4652 |
| 10 | 04/16/21 | Deadline for requisitions \$50,000 or greater with all backup attached to be submitted to Procurement. The requisitions must be budget checked and approved. | Lindsay Swensen | 4450 |
| 12 | 04/16/21 | Last day to submit salary adjustments for transactions through 3/31/21 | Alexey Kirillov | 4715 |
| 19 | 04/30/21 | Requisitions for IT software, services and commodities not currently available from a pre-negotiated contract or pre-approved source must be budget checked, approved, and all back-up submitted. | Lindsay Swensen | 4450 |
| 20 | 04/30/21 | The last day to submit billable work requests to Facility Services and estimate approvals need to be submitted by 5/14/2021. | Amber Perez | 4677 |
| 21 | 04/30/21 | The last day to submit (non-modular) furniture moves to Planning Design and Construction. At this point move requests can not include new furniture orders, require outside vendors, or reconfigurations. | Tipper Phillips | 4652 |
| Upcoming Deadlines | | | | |
| 22 | 05/03/21 | First day to input FY 21/22 requisitions. Accounting and budget dates must be equal to 7/1/21 and the description must include "FY 21/22". | Lindsay Swensen | 4450 |
| 27 | 05/07/21 | Deadline for requisitions and POA's \$10,000 to \$49,999.99 with all backup attached to be submitted to Procurement. The requisitions must be budget checked and approved. | Lindsay Swensen | 4450 |
| 34 | 05/17/21 | Last day to submit write-off requests to Accounting (Library Fines, Parking Fines, Health Services) | Karen Jara | 4717 |
| 38 | 05/21/21 | Last day to submit invoices for reverting capital/construction funds to Accounts Payable | Mercedes Wilson | 4480 |
| 43 | 05/21/21 | Last day for departments to submit Personnel Action Notices (PANs) to Budget for appointments between 5/1/21 and 6/30/21 | Randy Duncan | 4478 |
| 40 | 05/21/21 | Last day to submit chartfield request forms to FSO for departmental reorgs effective 7/1/21 | Alexey Kirillov | 4715 |
| 30 | 05/24/21 | Last day to submit salary adjustments (includes salary adjustments for Faculty Release time) to Accounting for transactions through 4/30/21. | Alexey Kirillov | 4715 |
| 29 | 05/24/21 | Last day to submit expenditure transfer adjustments to Accounting for transactions which posted through April | Andrew Kramer | 4477 |
| 48 | 05/28/21 | Last day of Telephone Services chargebacks for FY20/21 (June 2021 Telephone chargebacks will be in FY21/22) | Andrew Kramer | 4477 |
| 51 | 06/04/21 | Deadline for requisitions less than \$10,000 with all backup attached and POA's to be submitted to Procurement. The requisitions must be budget checked and approved. | Lindsay Swensen | 4450 |
| 53 | 06/09/21 | Last day to charge ProCard for FY20/21; charges made after this date, but prior to 6/30, may be accrued by Accounting. | Barbara Sainz | 4449 |
| 55 | 06/09/21 | 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 |
| 65 | 06/11/21 | Last day to submit expenditure transfer requests to Accounting for transactions which posted in May | Andrew Kramer | 4477 |
| 63 | 06/11/21 | Last day for CPOs to be requested for guaranteed processing by year-end | Karen Jara | 4717 |
| 64 | 06/11/21 | Expenses normally submitted via a Petty Cash Claim will need to be submitted via a Direct Pay Reimbursement | Michelle Noel | 4486 |
| 79 | 06/18/21 | Last day to submit all invoices for FY20/21 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. | Mercedes Wilson/ Barbara Sainz | 4480/4449 |
| 80 | 06/18/21 | Last day to submit all budget transfers to the Budget office for posting to FY20/21 | Crystal Villalobos | 4461 |
| 85 | 06/23/21 | Last day to disburse student Financial Aid awards for FY20/21 | Julie Lindenmeier | 4881 |
| 87 | 06/24/21 | Last check run for FY20/21 (all invoices were due 6/18/21) | Mercedes Wilson/ Barbara Sainz | 4480/4449 |
| 96 | 06/30/21 | All ProCard adjustments and sales tax to be entered by cardholders by 10 AM. | Barbara Sainz | 4449 |
| 102 | 06/30/21 | 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 6/30/21; please notify Accounting immediately if you receive additional invoices after this date) | Juan Tavarez | 4451 |
| 101 | 06/30/21 | Last day to submit travel accruals to Accounting via expenditure transfer form | Marian Olsen | 4485 |
| 98 | 06/30/21 | Submit Deposits to Cashiers by 12:00 noon | Michelle Noel | 4486 |
| 114 | 07/01/21 | Last day to submit salary adjustment forms for transactions which posted in June (includes salary adjustments for Faculty Release time) Only June activity as all prior months deadlines have passed. | Alexey Kirillov | 4715 |
| 113 | 07/01/21 | Last day to submit expenditure transfer requests to Accounting for transactions which posted in June | Andrew Kramer | 4477 |
| 116 | 07/01/21 | Last day to submit FY20/21 chargebacks to Accounting | Andrew Kramer | 4477 |
| 115 | 07/01/21 | Last day to submit A/R billing requests to Accounting | Karen Jara | 4717 |