



**Business and Financial Services
FY 22/23 Year-End Closing Calendar**

ITEM	DEADLINE	DESCRIPTION	CONTACT	EXT
7	04/03/23	Last Day to submit reconfiguration requests with existing or surplus modular furniture. Only Furniture Moves without reconfiguration will be accepted after this date.	Tipper Phillips	4652
9	04/14/23	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
11	04/14/23	Last day to submit salary adjustments for transactions through 3/31/22	Heidy Salinas	8168
17	04/28/23	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
18	04/28/23	The last day to submit billable work requests to Facility Services and estimate approvals need to be submitted by 5/15/23	Amber Perez	4677
19	05/01/23	New Campus Move Requests will not be accepted between May 1 – July 1. Any new requests will be addressed after July 01, 2023	Tipper Phillips	4652
20	05/01/23	First day to input FY23/24 requisitions. Accounting and budget dates must be equal to 7/1/23 and the description must include "fiscal year 23/24"	Lindsay Swensen	4450
23	05/04/23	Last day for A/P to enter vouchers for reverting funds for payment	Chris Fernandez	4557
25	05/05/23	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
29	05/15/23	Last day to submit write-off requests to Accounting (Library Fines, Parking Fines, Health Services)	Heidy Salinas	8168
34	05/19/23	Last day to submit Chatfield request forms to FSO for departmental reorgs effective 7/1/23	Alexey Kirillov	4715
37	05/19/23	Last day for departments to submit Personnel Action Notices (PANs) to Budget for appointments between 5/1/23 and 6/30/23	Randy Duncan	4478
38	05/22/23	Last day to submit expenditure transfer adjustments to Accounting for transactions which posted through April	Jeffrey Hall	8503
39	05/22/23	Last day to submit salary adjustments (includes salary adjustments for Faculty Release time) to Accounting for transactions through 4/30/23.	Heidy Salinas	8168
43	05/26/23	Last day of Telephone Services chargebacks for FY 22/23 (June 2023 Telephone chargebacks will be in FY 23/24)	Jeffrey Hall	8503
47	06/02/23	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
49	06/07/23	Any charges made to your ProCard after this date may not hit your budget this fiscal year. Most suppliers charge the card once the items ship. If the charge does not hit the ProCard by June 30, it will not be expensed this fiscal year.	Barbara Sainz	4449
51	06/07/23	Last day to submit salary adjustment forms to Accounting for transactions which posted in May (includes salary adjustments for Faculty Release time)	Heidy Salinas	8168
59	06/09/23	Last day for CPOs to be requested for guaranteed processing by year-end	Juan Tavarez	4451
60	06/09/23	Last day for departments to file petty cash claims (University, CSUSM Corp, ASI, and Foundation) for FY22/23. This may change to a direct pay, depending on the covid situation.	Malia Tirado	4493
61	06/09/23	Last day to submit expenditure transfer requests to Accounting for transactions which posted in May	Jeffrey Hall	8503
74	06/16/23	Last day for departments to submit invoices for FY22/23 to A/P to be paid by year-end (including those encumbered on a PO, direct pay, travel, capital/construction, Lottery, library, Corp and ASI)	Chris Fernandez/ Barbara Sainz	4557/4449
75	06/16/23	Last day for all budget transfers to be received by Budget office for posting to FY22/23	Tammy Marchand	8396
81	06/21/23	Last day to disburse student financial aid awards for FY22/23	Julie Lindenmeier	4881
84	06/22/23	Last check run for FY22/23 (all invoices were due 6/16/23)	Chris Fernandez/ Barbara Sainz	4557/4449
92	06/30/23	All ProCard adjustments and sales tax to be entered by cardholders by 10 AM.	Barbara Sainz	4449
97	06/30/23	Submit Deposits to Cashiers by 12:00 noon	Malia Tirado	4493
100	06/30/23	Last day to submit travel accruals to Accounting via expenditure transfer form	Marian Olsen	4485
101	06/30/23	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 6/30/23; please notify Accounting immediately if you receive additional invoices after this date)	Juan Tavarez	4451
115	07/03/23	Last day to submit expenditure transfer requests to Accounting for transactions which posted in June	Jeffrey Hall	8503
116	07/03/23	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.	Heidy Salinas	8168
117	07/03/23	Last day to submit A/R billing requests to Accounting	Heidy Salinas	8168
118	07/03/23	Deadline for departments to submit FY22/23 chargebacks to Accounting	Jeffrey Hall	8503
119	07/03/23	Open Period 1 for all business units and all modules	Esther Minturn	4447