



**Business and Financial Services
FY 23/24 Year-End Closing Calendar**

ITEM	DEADLINE	DESCRIPTION	CONTACT	EXT
2	02/12/24	Last Day to submit reconfiguration requests that will include the order of NEW furniture. Last day PDC can order NEW furniture with outside vendors is March 4th.	Eve McDonald	4515
	04/01/24	Last Day to submit reconfiguration requests with existing or surplus modular furniture. Only Furniture Moves without reconfiguration will be accepted after this date.	Eve McDonald	4515
9	04/10/24	Last day to submit requisitions \$50,000 or greater not currently available from a pre-negotiated contract or pre-approved source. The requisitions must be budget checked, approved, and all back-up documents submitted.	Lindsay Swensen	4450
12	04/12/24	Last day to submit salary adjustments for transactions through 3/31/24	Heidy Salinas	8186
16	04/24/24	Last day to submit requisitions for IT software, services, and commodities not currently available from a pre-negotiated contract or pre-approved source. The requisitions must be budget checked, approved, and all back-up documents submitted.	Lindsay Swensen	4450
18	04/30/24	The last day to submit billable work requests to Facility Services and estimate approvals need to be submitted by 5/15/24	Noella Richer	4653
19	05/01/24	New Campus Move Requests will not be accepted between May 1 – July 1. Any new requests will be addressed after July 01, 2024	Eve McDonald	4515
20	05/01/24	First day to input FY24/25 requisitions. Accounting and budget dates must be equal to 7/1/24 and the description must include "fiscal year 24/25"	Lindsay Swensen	4450
23	05/01/24	Last day for A/P to enter vouchers for reverting funds for payment	Chris Fernandez	4557
25	05/01/24	Last day to submit requisitions and Purchase Order Amendments \$10,000 to \$49,999.99 not currently available from a pre-negotiated contract or pre-approved source. The requisitions must be budget	Lindsay Swensen	4450
29	05/10/24	Last day to submit write-off requests to Accounting (Library Fines, Parking Fines, Health Services)	Heidy Salinas	8186
35	05/17/24	Last day to submit charfield request forms to FSO for departmental reorganizations effective 7/1/24	Alexey Kirillov	4715
38	05/17/24	Last day for departments to submit Personnel Action Notices (PANs) to Budget for appointments between 5/1/24 and 6/30/24	Randy Duncan	4478
39	05/20/24	Last day to submit expenditure transfer adjustments to Accounting for transactions which posted through April	Jeffrey Hall	8503
40	05/20/24	Last day to submit salary adjustments (includes salary adjustments for Faculty Release time) to Accounting for transactions through 4/30/23.	Heidy Salinas	8186
44	05/24/24	Last day of Telephone Services chargebacks for FY 23/24 (June 2024 Telephone chargebacks will be in FY 24/25)	Jeffrey Hall	8503
46	05/29/24	Last day to submit requisitions and Purchase Order Amendments less than \$10,000. The requisitions must be budget checked, approved, and all back-up documents submitted.	Lindsay Swensen	4450
53	06/07/24	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
52	06/04/24	Last day to submit salary adjustment forms to Accounting for transactions which posted in May (includes salary adjustments for Faculty Release time)	Heidy Salinas	8186
71	06/06/24	Last day for IFTs to be requested for guaranteed processing by year-end	Juan Tavarez	4451
62	06/07/24	Last day for departments to file petty cash claims (University, CSUSM Corp, ASI and Foundation) for FY23/24.	Malia Tirado	4493
63	06/07/24	Last day to submit expenditure transfer requests to Accounting for transactions which posted in May	Jeffrey Hall	8503
77	06/14/24	Last day for departments to submit invoices for FY23/24 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
78	06/14/24	Last day for all budget transfers to be received by Budget office for posting to FY23/24	Tammy Marchand	8396
79	06/14/24	all travel occurred through June 7th needs to be in the Travel Office approving queue	Shannon Honour Shaw	4983
84	06/19/24	Last day to disburse student financial aid awards for FY23/24	Julie Lindenmeier	4881
87	06/20/24	Final Check Run for FY 23/24 for end users (invoices due on 6/14)	Chris Fernandez/ Barbara Sainz	4557/4449
95	06/28/24	All ProCard adjustments and sales tax to be entered by cardholders by 10 AM.	Barbara Sainz	4449
100	06/28/24	Submit Deposits to Cashiers by 12:00 noon	Malia Tirado	4493
132	06/28/24	Last day to submit travel accruals to Accounting via expenditure transfer form	Marian Olsen	4485
103	06/28/24	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
117	07/01/24	Last day to submit expenditure transfer requests to Accounting for transactions which posted in June	Jeffrey Hall	8503
118	07/01/24	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	8186
117	07/01/24	Last day to submit A/R billing requests to Accounting	Heidy Salinas	8186
120	07/01/24	Deadline for departments to submit FY23/24 chargebacks to Accounting	Jeffrey Hall	8503
121	07/01/24	Open Period 1 for all business units and all modules	Esther Minturn	4447