



**Business and Financial Services
FY 21/22 Year-End Closing Calendar**

ITEM	DEADLINE	DESCRIPTION	CONTACT	EXT
Previous Deadlines				
4	04/01/22	Last day for departments to encumber Lottery funds	Lindsay Swensen	4450
8	04/01/22	The last day to submit move requests for reconfigurations of any modular furniture. At this point move requests cannot include new furniture orders or require outside vendors.	Tipper Phillips	4652
10	04/15/22	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
Upcoming Deadlines				
12	04/29/22	Last day to submit salary adjustments for transactions through 3/31/22	Alexey Kirillov	4715
19	04/29/22	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	04/29/22	The last day to submit billable work requests to Facility Services and estimate approvals need to be submitted by 5/13/22	Amber Perez	4677
21	04/29/22	The last day to submit (non-modular) furniture moves to Planning Design and Construction. At this point move requests cannot include new furniture orders, require outside vendors, or reconfigurations.	Tipper Phillips	4652
22	05/02/22	First day to input FY22/23 requisitions. Accounting and budget dates must be equal to 7/1/22 and the description must include "fiscal year 22/23"	Lindsay Swensen	4450
27	05/06/22	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
33	05/16/22	Last day to submit write-off requests to Accounting (Library Fines, Parking Fines, Health Services)	Jeffrey Hall	8503
37	05/20/22	Last day to submit invoices for reverting capital/construction funds to Accounts Payable	Chris Fernandez	4557
42	05/20/22	Last day for departments to submit Personnel Action Notices (PANs) to Budget for appointments between 5/1/22 and 6/30/22	Randy Duncan	4478
40	05/21/21	Last day to submit Chatfield request forms to FSO for departmental reorgs effective 7/1/22	Alexey Kirillov	4715
30	05/23/22	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	05/23/22	Last day to submit expenditure transfer adjustments to Accounting for transactions which posted through April	Jeffrey Hall	8503
47	05/27/22	Last day of Telephone Services chargebacks for FY 22/23 (June 2022 Telephone chargebacks will be in FY 22/23)	Jeffrey Hall	8503
50	06/03/22	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
52	06/08/22	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
54	06/08/22	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
64	06/10/22	Last day to submit expenditure transfer requests to Accounting for transactions which posted in May	Jeffrey Hall	8503
62	06/10/22	Last day for CPOs to be requested for guaranteed processing by year-end	Juan Tavarez	4451
63	06/10/22	Last day for departments to file petty cash claims (University, CSUSM Corp and UCORP) for FY21/22. This may change to a direct pay, depending on the covid situation.	Michelle Noel	4486
78	06/17/22	Last day to submit all invoices for FY21/22 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.	Chris Fernandez/ Barbara Sainz	4557/4449
79	06/17/22	Last day to submit all budget transfers to the Budget office for posting to FY21/22	Crystal Villalobos	4461
84	06/22/22	Last day to disburse student Financial Aid awards for FY21/22	Julie Lindenmeier	4881
92	06/24/22	Last check run for FY21/22 (all invoices were due 6/17/22)	Chris Fernandez/ Barbara Sainz	4557/4449
96	06/30/22	All ProCard adjustments and sales tax to be entered by cardholders by 10 AM.	Barbara Sainz	4449
102	06/30/22	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	06/30/22	Last day to submit travel accruals to Accounting via expenditure transfer form	Marian Olsen	4485
98	06/30/22	Submit Deposits to Cashiers by 12:00 noon	Michelle Noel	4486
114	07/01/22	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	07/01/22	Last day to submit expenditure transfer requests to Accounting for transactions which posted in June	Jeffrey Hall	8503
116	07/01/22	Last day to submit FY21/22 chargebacks to Accounting	Jeffrey Hall	8503
115	07/01/22	Last day to submit A/R billing requests to Accounting	Jeffrey Hall	8503