



Financial Services
 200 Maritime Academy Drive
 Vallejo, CA 94590
 (707) 654 -1028
<https://www.csum.edu/fiscal-services/>

DATE: March 18, 2024

TO: Deans, Directors & all other Campus Administrators

FROM: Rabi Joseph, Interim University Controller

SUBJECT: **FISCAL YEAR 2023/2024 Year-End Deadlines**

It is time to start planning for our year-end processing and this memo details the year-end deadlines for Fiscal Year 23/24.

The dates have been established to meet the strict deadlines imposed by the State of California for year-end procurement, financial processing, and reporting. Financial Services needs your cooperation and strict adherence to ensure that the fiscal year-end financial reports are timely, accurate and complete.

DATE	ACTION
March 5	<ul style="list-style-type: none"> Last day to submit a finalized Scope of Work (SOW) for a formal bid/RFP (Purchases over \$100,000 / IT: \$500,000) Please Note: we already have RFPs in the queue for this fiscal year. Additional RFPs are not guaranteed.
March 22	<ul style="list-style-type: none"> Last day to submit a request for informal bid/RFP (Purchases over \$50,000) Please Note: we already have informal RFPs in the queue for this fiscal year. Additional informal RFPs are not guaranteed.
April 24	<ul style="list-style-type: none"> Last day to submit any requisitions for services, or goods including services, excluding Informal /Formal RFPs
May 10	<ul style="list-style-type: none"> Last day to submit any requisitions for goods, excluding Informal /Formal RFPs
May 28	<ul style="list-style-type: none"> Review all POs for any other change orders. Get invoices sent to Accounts Payable. Last day to update ProCard for May charges.
May 31	<ul style="list-style-type: none"> Last day to submit requisitions for chartfield change request. Last day to submit PO Close/ Decrease request (for regular PO's with no Service Agreement associated)
May 31	<ul style="list-style-type: none"> All AP Invoices and reimbursements due to AP at CMA-AP@csum.edu. All Concur travel expenses must be attached to an approved travel request and submitted for reimbursement in May. Last day to submit AP invoices for payments during the week of June 3rd. Last day to request an Interagency Financial Transaction (IFT).
June 3	<ul style="list-style-type: none"> Last day to submit expense transfers and chargebacks requests for services and expenses charged through May 31st.

June 7	<ul style="list-style-type: none"> • Last AP disbursement cycle for current fiscal year. The next disbursement will not be until the week of July 8th
June 10	<ul style="list-style-type: none"> • ProCard use should only occur for EMERGENCY transactions until June 30th. • Current fiscal year purchase orders are closed unless otherwise indicated that encumbrance is to carry forward to next fiscal year, FY 24/25.
June 10	<ul style="list-style-type: none"> • First day to send in Fiscal Year 2024-2025 requisitions
June 13	<ul style="list-style-type: none"> • All POs will be closed except for specific projects/works. Please note, any invoices for services received or goods delivered before June 30, 2024, that have a Blanket PO with sufficient balance can be submitted to Accounts Payable directly with reference to the closed Blanket PO number.
June 14	<ul style="list-style-type: none"> • Final date to submit expense transfer and chargeback requests. • Last day to submit billing requests for invoices to be generated to customers in current fiscal year. • Invoices for goods and services must be submitted if service was performed prior to 07/01/2024.
June 24	<ul style="list-style-type: none"> • ProCard charges will be available for coding.
June 27	<ul style="list-style-type: none"> • Last day for ProCard updates for June charges. • Email acct@csum.edu if you have received goods or services prior to July 1st but have not yet received an invoice from the vendor.
June 28	<ul style="list-style-type: none"> • The Cashier's Office closes at noon. • Receiving office closes at noon; all goods must be received before noon to be included as current fiscal year expense. • The support appropriation's (48485) uncommitted balances will be pooled and allocated centrally.

We ask that you review all outstanding encumbrances to ensure that only valid obligations are posted to your accounts. Other questions should be directed to Accounting. - acct@csum.edu

Please distribute this memo within your areas, as necessary.

Thank you.

cc: Franz Lozano, Vice President and CFO for Administration & Finance
Andrew Som, Budget Director
Lorrie Dineen-Thackeray, Director of Contracts and Procurement
Frank Vescio, Accounting Manager
Laura M. Pate, Design & Construction Manager