

CALIFORNIA STATE UNIVERSITY, SAN BERNARDINO

Year-end Deadlines

Fiscal Closing 2018-2019

STATE SIDE

The university's fiscal year ends June 30. Departments need to be aware of closing deadlines to ensure that transactions are recorded in the appropriate fiscal year.

Deadline	Activity
Wednesday, May 1	WORK ORDERS: Work performed by Facilities Management and finished by May 1, 2019, will be charged to the current fiscal year. Work performed by Facilities Management and finished after May 1, 2019, will be charged to the following fiscal year. Contact: Jeniesie Hardyman at ext. 73179
Friday, May 31	CAMPUS STORES: Requisitions for items from Campus Stores to be charged to the 2018-19 budget must be received by Campus Stores by May 31. Requisitions received after May 31 will be filled as soon as possible and will be charged to the following fiscal year. Contact: John Salazar at ext. 73151
Friday, May 31	MAIL COSTS: All costs for mail processed after May 31 will be charged to the following fiscal year. Contact: John Salazar at ext. 73151
Friday, May 31	ENTERPRISE VEHICLE CHARGES: Charges for Enterprise vehicle usage after May 31 will be charged to the following fiscal year. Contact: Jeniesie Hardyman at ext. 73179
Friday, May 31	PRINTING SERVICES: Requests will be accepted for the current fiscal year budget by Printing Services until May 31. Requests received after May 31 will be processed as soon as possible and charged to the following fiscal year. Contact: Laura Sickelsteel at ext. 77692
Friday, May 31	TELEPHONE CHARGES: All telephone charges after May 31 will be charged to the following fiscal year. Contact: Heather Hopkins at ext. 77450
Friday, June 7	PURCHASE REQUISITIONS: All requisition must be entered into PeopleSoft Finance by June 7th. Upload any required approvals to the requisition including the Over \$10K Approval form, if applicable. Requisitions not processed by year-end close will be carried into next fiscal year. Contact: Procurement and Contract Services at x75142

Friday, June 7	CONSTRUCTION COSTS: Requests affecting Capital Outlay/Construction/Group II Funds, including Request for Invoices, Chargebacks, and Transfer of Expenses must be submitted by Friday, June 7 in order to meet the State Controller's Office deadlines. Contact: Mimi Badulis at ext. 73153
Friday, June 7	CPO REQUESTS: Requests for Cash Posting Orders (CPO) must be received in the Accounting Department by Friday, June 7 in order to meet the Chancellor's Office deadlines. Contact: Maria Burlingame at ext. 73744
Friday, June 7	STAPLES: All Staples purchases must be by June 7 to be charged to the 2018-19 fiscal year. Contact: Procurement and Contract Services at x75142
Monday, June 10	DIRECT EXPENDITURES: All requests for direct expenditures, such as subscriptions, memberships, and hospitality expenses must be received in Accounts Payable by June 10. Contact: Amber Schneck at ext. 73159
Monday, June 10	INDEPENDENT CONTRACTORS: Independent Contractor forms must be submitted to Accounts Payable by June 10 for expenditures to be made through June 30 for Independent Contractors. Contact: Amber Schneck at ext. 73159
Friday, June 14	PROCUREMENT CARDS: The last billing cycle for procurement card purchases from the 18/19 fiscal year closes June 14. Charges not posted to the June statement will be charged to the next fiscal year. Contact: Procurement and Contract Services at x75142
Friday, June 14	BUDGET TRANSFERS: The Budget Office will accept inter-department budget transfers until close of business on Friday, June 14. Contact: Danelle Apodaca at ext. 73185
Friday, June 14	REQUESTS FOR INVOICE: Requests for invoicing must be received in the Accounting Department by Friday, June 14. Requests received after this date may be processed after July 1 and reflected in the following fiscal year. Contact: Melania Herndon at ext. 75154
Friday, June 14	TRANSFER OF EXPENSES: Requests for transfer of expenses must be received in the Accounting Department by Friday, June 14. Please keep in mind that transfer of expenses should occur in the same fiscal year that the original expense is incurred. Contact: Yolanda Acosta at ext. 73389
Friday, June 14	REQUEST FOR CHARGEBACK: Requests for chargebacks must be received in the Accounting Department by Friday, June 15. Requests received after this date may be processed after July 1 and reflected as credits/debits in the following fiscal year. Contact: Alex Waller at ext. 73215
Thursday, June 20	PAYROLL CUTOFF: All payroll must be keyed into the SCO System by June 20 for FY 2018/2019 so paperwork must be in the Payroll office by Thursday, June 20 in order to allow time for processing and recording in the 2018-19 fiscal year. Contact: Carly Hanson at ext. 73172

Friday, June 14	SCHOLARSHIPS/AWARDS: All scholarships or awards must be submitted to Financial Aid by Friday, June 14 in order to be included in fiscal year 18/19. Scholarships or awards not submitted by this date will be included in fiscal year 19/20. Contact: Financial Aid at ext. 75227.
Monday, June 17	PETTY CASH: All petty cash slips and vouchers must be submitted to the Student Financial Service's Office no later than June 17 to be processed in the current fiscal year. Do not use Intercampus mail after June 17, 2019. Contact: Claudia Enriquez at ext. 73164.
Monday, June 17	TRAVEL COSTS: For any trips occurring through the end of FY 18/19, a travel Request must be submitted and approved in Concur by end of day on June 17. Anticipated expenses will be extracted from Concur for year-end reporting purposes. Any 18/19 Request approved after this date will be charged to FY 19/20. No other action is required by departments. If your department has any challenges meeting this requirement, please contact Mona Sinha at ext. 73158.
Monday, June 24	DEPOSITS TO STUDENT FINANCIAL SERVICES: All deposits for FY 2018/2019 must be in the Student Financial Services' Office by June 24 in order to allow time for processing and recording in the 2018/2019 fiscal year. Contact: Claudia Enriquez at ext. 73164

AUXILIARY ORGANIZATIONS

The following is the fiscal year-end schedule for expenditures of University Enterprises Corporation at CSUSB (including all Sponsored Program funds), CSUSB Philanthropic Foundation, ASI, and Student Union funds.

Deadline	Activity
Thursday, June 20	EQUIPMENT/SUPPLIES/SERVICES: (Over \$10,000): All purchase requisitions must be entered into PeopleSoft Finance by June 20. If any written quotes or bids are needed they must be attached to the requisition. Please refer to the specific auxiliary Procurement Policy for detailed information regarding thresholds. Contact: Accounts Payable Office at x75155
Thursday, June 20	EQUIPMENT/SUPPLIES/SERVICES (Under \$10,000): All purchase requisitions must be entered into PeopleSoft Finance by June 20. Staples and Office Depot orders must be entered into their online portals by June 20. Contact: Accounts Payable Office at x75155
Thursday, June 20	REQUESTS FOR INVOICE: Requests for invoicing must be received in Accounting Services (formerly known as Auxiliary Accounting) by June 20. Contact: Accounting Services at x77213
Thursday, June 20	TRAVEL: Requests for travel advances, mileage reimbursements, and travel expense claims must be submitted in CONCUR by the end of the day, June 20. Contact: Accounts Payable Office at x75155
Thursday, June 20	REIMBURSEMENTS: Requests for reimbursements must be received in CSUSB Accounts Payable Office by June 20. Requests for reimbursements using Sponsored Programs funds must be submitted to your assigned Research Analyst by June 20. This includes CSUSB/Sodexo/Bookstore/Student Union invoices, petty cash, stipends, payments to independent contractors, guest lecturers, office supplies, travel expense claims, mileage, etc. Contact: Accounts Payable Office at x75155
Wednesday, June 26	DEPOSITS: All check deposits must be received in Accounting Services (formerly known as Auxiliary Accounting) prior to noon on June 26 in order to allow time for processing and recording in the 2018-19 fiscal year. All cash deposits fall under the campus Student Financial Services deadlines. Contact: Accounting Services at x77213