

April 7, 2011

TO: Deans, Directors & Other Campus Administrators
FROM: Agnes Wong Nickerson, Associate Vice President for Fiscal Affairs
SUBJECT: **FISCAL AFFAIRS YEAR-END DEADLINES -- FISCAL YEAR 2010-11**

It is time to start planning for our year-end processing. In addition to the strict deadlines imposed by the State of California for year-end procurement, financial processing and reporting, Fiscal Affairs needs to implement the Common Financial System (CFS) as mandated by CSU, on July 1, 2011. As a result, the campus needs to provide sufficient time to make required accounting adjustments and to properly process orders and related transactions.

Please note the dates listed below. These dates have been established to facilitate the 2010-11 year-end closing process in order to meet the State of California and CSU year-end deadlines.

DATE	ACTION
MAY 6	Final date to submit requisitions for any order exceeding \$20,000.
MAY 27	Final date to submit requisitions for the procurement of any item. No online requisition will be allowed after this date until July 5th.
END OF MAY	REPROGRAPHICS (campus copier) charges based on your end-of-May meter reading will represent the end of FY 2010-11.
JUNE 10	Final date to submit invoices for payments against existing purchase orders. Blanket purchase orders for the support appropriation (NG001) will be closed.
JUNE 14	Final date to submit PETTY CASH vouchers to the Bursars Office. Any vouchers received after the close of business on June 14 will automatically be charged to FY 2011-12.
JUNE 21	Procurement Card/Office Max/Ligature purchases which post on or after June 21 will be charged to FY 2011-12. Charges posted by the cut-off will be charged to FY 2010-11.
JUNE 24	Final date to submit requests for travel and hospitality reimbursements. Last day to submit FY 2010-11 payment requests to Accounts Payable.
JUNE 30	The support appropriation 担 (NG001) uncommitted balances will be pooled and allocated centrally.

These deadlines apply to all funds. No exceptions will be possible due to CFS implementation.

We ask that you review all outstanding encumbrances to ensure that only valid obligations are posted to your accounts. All prior year (FY 09-10 and older) open purchase orders will be closed by Procurement in order to facilitate CFS implementation. We anticipate that CFS online requisitions will be available on July 5. Thank you for your assistance.

c: Cora Wong, Director of Student Financial Operations & Business Systems
Gloria Tseung, Associate Controller
Stephen C. Smith, Director of Procurement
Wayne Kuhaupt, Manager, Payables and Collections
Leroy M. Morishita, Executive Vice President for Administration and Finance and CFO