

April 3, 2012

TO: Deans, Directors & Other Campus Administrators
FROM: Agnes Wong Nickerson, Associate Vice President for Fiscal Affairs
SUBJECT: **FISCAL AFFAIRS YEAR-END DEADLINES -- FISCAL YEAR 2011-12**

It is time to start planning for our year-end processing.

In order to meet the strict deadlines imposed by the State of California for year-end procurement, financial processing and reporting, Fiscal Affairs 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 2011-12 year-end closing process in order to meet the State of California and CSU year-end deadlines.

DATE	ACTION
MAY 4	Final date to submit requisitions for any order exceeding \$20,000.
JUNE 1	Final date to submit requisitions for the procurement of any item.
END OF MAY	REPROGRAPHICS (campus copier) charges based on your end-of-May meter reading will represent the end of FY 2011-12.
JUNE 15	Final date to submit budget transfers to the Budget Office.
JUNE 20	Procurement Card/Office Max/Ligature purchases which post on or after June 21 will be charged to FY 2012-13. Charges posted by the cut-off will be charged to FY 2011-12.
JUNE 20	Final date to submit PETTY CASH vouchers to the Bursar's Office. Any vouchers received after the close of business on June 20 will automatically be charged to FY 2012-13.
JUNE 22	Final date to submit requests for travel and hospitality reimbursements. Last day to submit FY 2011-12 payment requests to Accounts Payable.
JUNE 29	The support appropriation's (NG001) uncommitted balances will be pooled and allocated centrally.

These deadlines apply to all state-appropriated funds and all self-support revenue funds such as Extended Education and DRF Housing/Parking. Grant and Contract purchases are exempt from the May 4th and June 1st deadlines but you should be aware that "high priority" is assigned to processing impacted orders.

We ask that you review all outstanding encumbrances to ensure that only valid obligations are posted to your accounts. We also ask that you review all prior year open purchase orders and close orders that are no longer active. Requests for account code changes, adjustments, or questions concerning open orders must be made in writing to Purchasing before June 1st.

Other questions should be directed to Accounting. Thank you for your assistance to make a smooth year-end closing possible.

cc: Cora Wong, Director of Student Financial Operations & Business Systems
Gloria Tseung, Associate Controller
Stephen C. Smith, Director of Procurement
David Chelliah, Manager, Payables and Collections
Nancy K. Hayes, Vice President for Administration & Finance/CFO