



MEMORANDUM

5/3/2024

TO: Vice Presidents, Deans, Division Heads, and University Departments
FROM: Marc Benadiba, University Controller
COPIES: S. Nosek, A. Kraetsch, D. Zachmeyer, D. Valadez, D. Marshall
SUBJECT: Fiscal Year-End June 30, 2024 Schedule for Financial Processes and Services

This memo transmits the fiscal year-end schedule of deadlines for University financial processes and services, including Cal Poly Foundation and University Campus Programs. The primary objectives of this schedule are to ensure that the Cal Poly fiscal year-end close process is completed timely and that all associated financial reports and submissions are accurate and complete. We rely on the campus community to accomplish these objectives by asking that you meet all of the deadlines, as outlined in the attached document so that we can complete all of the critical steps throughout the fiscal year-end close process. The last page of the attached document summarizes the dates and the business services contacts in an easy to reference format.

If you have questions about the information shown on the attached, feel free to call or email the contacts listed for assistance with these or any other business services processes.

Please distribute this memo within your areas, as necessary.

Thank you.

Attachments



PROCUREMENT SERVICES

GENERAL INSTRUCTIONS:

Procurement Services (PS) has established the following deadline dates to ensure timely processing of orders for commodities and services within the requirements of State statutes (e.g., competitive bidding). All requisitions received with appropriate documentation (backup) on or before the deadlines listed in the following sections will be processed and recorded as current fiscal year transactions. Late requisitions will be processed as time allows and after any requisitions that are received by the established deadlines.

We would like to take this time to remind you that CSU and campus policies require compliance with specific rules and reviews before certain classes of procurements (e.g., software and information technologies) may be processed by SBS. Please submit your purchase requirements early so that SBS can act on your requisitions promptly.

Deadlines for purchase transactions are provided in the following section. It is recommended that departments organize their purchasing activity as follows:

- ***Complete all orders as early as possible.*** While fiscal year-end deadlines are outlined later in this memo, it is best to submit all orders as soon as possible to ensure timely processing.
- Invoices for annual orders for services and/or goods purchased should be approved and received in Payment Services no later than **Friday, May 3, 2024**. After these invoices are processed, the remaining encumbrances for all annual agreements will be liquidated.

1. PURCHASE REQUISITIONS

Deadlines for submitting purchase requisitions for items chargeable to the current fiscal year are listed below. Questions regarding the purchasing deadlines should be directed to SBS (ext 6-2232, Administration Building, Room 128).

\$50,000 and Over: Requisitions must be budget checked, approved, and all back-up received by **Friday, April 12, 2024**.

\$2,501 to \$49,999: Requisitions must be budget checked, approved, and all back-up received by **Friday, April 26, 2024**.

\$2,500 or Less: Requisitions must be budget checked, approved, and all back-up received by **Friday, May 3, 2024**.

Change Orders: All change orders must be received by **Friday, May 24, 2024**.

Purchase requisitions (including approval, budget check, and backup) received on or before the above deadlines will be processed as current fiscal year purchase orders.

2. PURCHASE REQUISITIONS SUBMITTED AFTER DEADLINE DATES

Please contact your procurement specialist to determine feasibility.



3. ANNUAL PURCHASE ORDERS

Annual purchase orders expire on **June 30, 2024**.

It is the responsibility of each department to review existing annual purchase orders to determine if the balances remaining will be used during the current fiscal year or if the order should be decreased. Requests for changes to these purchase orders must be emailed to the appropriate Procurement Specialist and received no later than **Friday, May 24, 2024**. Changes to annual purchase orders received after this date will be processed as time allows. All approved invoices for transactions on or before April 22, 2024 must be received in Payment Services by **Friday, May 3, 2024**. Transactions after April 22, 2024 must be submitted to Payment Services by **Friday, June 7, 2024**. Invoices received after this date will be processed as time allows, possibly in the next fiscal year.

ALL remaining encumbrances for annual orders will be liquidated at that point unless an alternative close date has been discussed with your procurement specialist. Invoices received after the dates noted above may be charged to next fiscal year unless other arrangements are made.

4. UNIVERSITY CONTRACTS

University Contracts have a billing cutoff date of **Friday, June 7, 2024**. Items to be charged to the current fiscal year need to be ordered and invoiced in time to appear on this billing statement.

EXCEPTIONS:

- Cal Poly Partners charges through **Friday, May 17, 2024**, will be recorded in the current Fiscal year. Charges after this date will be recorded as next fiscal year transactions.
- Staples charges through **Friday, June 7, 2024**, will be recorded in the current fiscal year. Charges after this date will be recorded as next fiscal year transactions.

5. PROCUREMENT CREDIT CARD

The ProCard has a billing cutoff date of June 14, 2024. All charges included in the bank statements through this date will be charged to the current fiscal year, and charges appearing on subsequent statements will be charged to the next fiscal year.



UNIVERSITY FINANCIAL SERVICES, PAYMENT SERVICES and UNIVERSITY BUDGET & FISCAL PLANNING

1. HOURLY EMPLOYEE PAYROLL APPROVAL

The last day for online approval of hours for all staff hourly and student pay for the **May 2024** pay period is **Tuesday, June 4, 2024**. Hours for pay entered and approved online by this date will be included in the current fiscal year.

Questions regarding staff and student payroll should be directed to Payroll Services (ext 6-2605, Administration Building, Room 107).

2. INTERAGENCY FINANCIAL TRANSACTION (IFT) REQUESTS (Previously CPO)

IFT requests must be received by **Thursday, June 6, 2024**. Requests received after this date will be recorded in the next fiscal year.

An IFT is a CSU system-wide mechanism to allocate funding and recover costs between our campus and other CSU campuses or the Chancellor's Office (CO). It replaces billing and invoicing between CSU entities. When generating an IFT request to collect funds from another campus or the CO, there must be some form of written acceptance of the charges from the remitting campus or CO that has been agreed upon by both parties. This can be in the form of an agreement, contract, MOU, or email exchange.

Questions regarding IFT requests should be directed to Elizabeth Baker, University Accounting & Reporting (ext 6-5813, Administration Building, Room 131).

3. CHARGEBACKS (Recharges)

Chargebacks for Alarm (intrusion), Copier Program, LiveScan (Fingerprinting) Transportation, Postage (metered), UPS, Campus Ship, and Facilities work order-related requests received by **Friday, June 14, 2024**, will be recorded in the current fiscal year. Any recharges for these services received in Fiscal Services after this date will be charged to the next fiscal year.

Questions concerning chargeback processing should be directed to University Accounting & Reporting (ext 6-2242, Administration Building, Room 131).

4. EXPENDITURE TRANSFERS, NON-PAYROLL

Requests for non-payroll expenditure transfers, including those funded by University Campus Programs, will be recorded in the current fiscal year if the expenditures were recorded between January to June 2024 and requests are received in University Accounting and Reporting by **Friday, June 14, 2024**. All expenditure transfer requests should be submitted to the following email address: expendituretransfer@calpoly.edu.

- Questions regarding expenditure transfers with State funding sources, (excluding University Campus program Funds) should be directed to Elizabeth Baker, University Accounting and Reporting (ext 6-5813, Administration Building, Room 131).



- Questions regarding expenditure transfers with University Campus Program funding sources should be directed to ucp@calpoly.edu (Administration Building, Room 131).

5. PAYROLL EXPENDITURE TRANSFERS

Requests for payroll expenditure transfers for the period of January – May only, must be received by **Friday, June 14, 2024**. Transfers should be emailed to: payrolltransactions@calpoly.edu.

Questions concerning payroll expenditure transfers should be directed to Heidi Lorgé, Administration and Finance (ext 6-1187, Administration Building, Room 122).

6. REQUESTS FOR BUDGET TRANSFERS

Requests to revise any current fiscal year budgets should be emailed to: budgettransfers@calpoly.edu as soon as possible after receipt of May 2024 financial reports, but no later than **Friday, June 14, 2024**.

Questions regarding requests for budget transfers should be directed to either Elizabeth Williams (6-7065) or Pat Rosemas (6-7097), University Budget & Fiscal Planning Department (Administration Building, Room 122).

7. TRAVEL: 2 Deadlines

Travel Expense Claim Forms should be submitted to Payment Services within ten days after the trip and no later than **Friday, May 3, 2024**. For travel that occurs after April 22, 2024 the Travel Expense Claim forms can be submitted to Payment Services until **Friday, June 7, 2024**. Travel Claim Forms received after this date will be processed as time allows, possibly in the next fiscal year.

Travel questions should be directed to Payment Services ext 6-2291.

8. VENDOR PAYMENT FORMS AND REIMBURSEMENT FORMS (NON-PO PURCHASES): 2 Deadlines

Properly approved Vendor Payment Forms and Reimbursement Forms must be received in Payment Services by **Friday, May 3, 2024**, to be recorded in the current fiscal year. Transactions occurring after April 22, 2024 can be submitted to Payment Services until **Friday, June 7, 2024**. Forms received after this date will be processed as time allows, possibly in the next fiscal year.

Questions regarding these forms should be directed to Payment Services extension 6-2291.

9. PETTY CASH

Petty cash transactions for the current fiscal year will be processed up to **4:00 PM on Thursday, June 20, 2024**. Requests for petty cash reimbursement submitted after this date will be charged to the next fiscal year.

Questions regarding petty cash transactions should be directed to University Cashiers Office (ext 6-2256, Administration Building, Room 131E).

10. PAYMENTS FOR FACULTY/STAFF OTHER SUPPORT TIME/FRACTION (AP Form 107C)



Payments by the Cal Poly Partners related to Academic Personnel Form 107C transactions will be recorded in the current fiscal year if payment is received in the University Cashiers Office by **3:00 PM Thursday, June 27, 2024**. Payments received after this date will be recorded in the next fiscal year. Questions concerning Form 107C contract payments should be directed to Shawna Donahou, Accounts Receivable (ext 6-1711, Administration Building Room 131).

11. CASH/CHECK DEPOSITS

Deposits will be posted in the current fiscal year if payment is received at the University Cashiers Office by **3:00 PM, Thursday, June 27, 2024**. Payments received after this date will be recorded in the next fiscal year. (Note: Satellite Cashiers including University Police, Continuing Education, Library, University Advancement, and Canyon Post all have specific deadlines that are pre-arranged with each entity).

Fiscal Year-End Deadlines 2023/2024

PROCUREMENT SERVICES		DEADLINE	
\$50,000 and over	Requisitions must be approved, budget checked, and all back-up received.	Friday, April 12, 2024	
\$2,501 to \$49,999	Requisitions must be approved, budget checked, and all back-up received.	Friday, April 26, 2024	
\$2,500 or less	Requisitions must be approved, budget checked, and all back-up received.	Friday, May 3, 2024	
Change Orders	All change order requests must be received by the Procurement Specialist.	Friday, May 26, 2024	
University Contracts	Invoiced after this date will be recorded in the next fiscal year.	Friday, May 3, 2024	
	Exceptions Cal Poly Partners charges through Friday, May 17, 2024 , will be recorded in the current fiscal year. Charges recorded after this date will be recorded in the next fiscal year. Staples charges posted by June 7, 2024 , will be recorded in the current fiscal year. Charges after this date will be recorded in the next fiscal year.		
US Bank ProCard	Regular and travel charges recorded <u>after</u> this date will be processed in the next fiscal year.	June 14, 2024	
FINANCIAL AND PAYMENT SERVICES		DEADLINE	CONTACT
Hourly & Student Employee Payroll: All hours worked in May 2024 must be approved online (https://my.calpoly.edu) by this date.		Tuesday, June 4, 2024	Payroll Services Ext. 6-2605
Interagency Financial Transaction (IFT) Requests: IFT requests received after this date will be recorded as next fiscal year transactions.		Thursday, June 6, 2024	Elizabeth Baker Ext. 6-5813
General Chargebacks: Chargebacks for the following inter-departmental services: Alarm (intrusion), Copier, LiveScan (Fingerprinting) Transportation, Postage (metered), Campus Ship, UPS, and Facilities work orders must be submitted by this date. Any chargeback files received after this date will be processed as next fiscal year transactions.		Thursday, June 27, 2024	UAR Ext. 6-2242
Expenditure transfers, non-payroll: Requests for expenditure transfers (for January – June) should be emailed to expendituretransfer@calpoly.edu by this date. Any requests for expenditure transfers received after this date will be recorded as next fiscal year transactions.		Friday, June 14, 2024	Elizabeth Baker Ext. 6-5813
Payroll expenditure transfers: Payroll expenditure transfer requests (for January – May pay periods) should be emailed to: payrolltransactions@calpoly.edu by this date.		Friday, June 14, 2024	Heidi Lorgé Ext. 6-1498
Budget Transfers: Requests for budget transfers should be emailed to: budgettransfers@calpoly.edu by this date.		Friday, June 14, 2024	Elizabeth Williams Ext. 6-7065
Travel Expense Claim Forms/Travel Reimbursement Requests: Travel Claim Forms received after this date will be charged to next fiscal year.		Friday, May 3, 2024	Payment Services Ext. 6-2291
Vendor Request Form and Reimbursement Form (non-P.O. procurements): Direct Buy Forms received after this date will be recorded as next fiscal year transactions.		Friday, May 3, 2024	Payment Services Ext. 6-2291
Petty Cash: Petty Cash transactions processed after 4:00 PM on this date will be charged to next fiscal year.		Thursday, June 20, 2024	University Cashier Ext. 6-2256
Payments for other Support Time Form 107C: Payments received after this date for 107C contracts will be recorded as next fiscal year transactions.		Thursday, June 27, 2024	Shawna Donahou Ext. 6-1711
Cash / Check Deposits: Deposits received at the University Cashiers Office after 3:00 PM on this date will be recorded in the next fiscal year.		Thursday, June 27, 2024	University Cashier Ext. 6-2256