



## MEMORANDUM

**4/11/2025**

**TO:** Vice Presidents, Deans, Division Heads, and University Departments  
**FROM:** Marc Benadiba, University Controller  
**COPIES:** A. Barid-James, D. Valadez, D. Zachmeyer, D. Marshall  
**SUBJECT:** Fiscal Year-End June 30, 2025 Schedule for Financial Processes and Services

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This memo provides the fiscal year-end schedule of deadlines for university financial processes and services, including those related to the Cal Poly Foundation and University Campus Programs.

The primary goals of this schedule are to ensure the timely completion of the Cal Poly fiscal year-end close process and the accuracy and completeness of all related financial reports and submissions. To achieve these objectives, we ask for the campus community's cooperation in meeting all deadlines outlined in the attached document, which is essential for completing the critical steps of the fiscal year-end close process.

For convenience, the last page of the attached document summarizes key dates and business services contacts in an easy-to-reference format.

If you have any questions regarding the attached information, please contact the individuals listed for assistance with these or any other business services processes.

Please distribute this memo within your areas as needed.

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 procurement (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 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 2, 2025**. 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 11, 2025**.

**\$2,501 to \$49,999:** Requisitions must be budget checked, approved, and all back-up received by **Friday, April 25, 2025**.

**\$2,500 or Less:** Requisitions must be budget checked, approved, and all back-up received by **Friday, May 2, 2025**.

**Change Orders:** All change orders must be received by **Friday, May 23, 2025**.

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, 2025**.

Each department is responsible for reviewing its annual purchase orders to determine whether the remaining balances will be used in the current fiscal year or if adjustments are needed.

- Requests to modify annual purchase orders must be emailed to the appropriate Procurement Specialist by Friday, May 23, 2025. Requests received after this date will be processed as time allows.
- Invoices for transactions on or before April 21, 2025, must be submitted to Payment Services by Friday, **May 2, 2025**.
- Invoices for transactions after April 21, 2025, must be submitted by **Friday, June 6, 2025**.

Invoices received after June 6, 2025, may be processed in the next fiscal year, depending on availability.

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 the next fiscal year unless other arrangements are made.

#### **4. UNIVERSITY CONTRACTS**

University Contracts have a billing cutoff date of **Friday, June 6, 2025**. Items need to be ordered and invoiced in time to appear on this billing statement and charged in the current fiscal year.

#### **EXCEPTIONS:**

- Cal Poly Partners charges through **Friday, May 16, 2025**, will be recorded in the current Fiscal year. Charges after this date will be recorded next fiscal year.
- Staples charges through **Friday, June 6, 2025**, will be recorded in the current fiscal year. Charges after this date will be recorded in the next fiscal year.

#### **5. PROCARD**

The ProCard has a billing cutoff date of **June 16, 2025**. 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 deadline for online approval of hours for all hourly staff and student employees for the May 2025 pay period is Wednesday, June 4, 2025. Hours that are 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).

### **2. INTERAGENCY FINANCIAL TRANSACTION (IFT) REQUESTS**

IFT requests must be received by **Thursday, June 5, 2025**. 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 written acceptance of the charges from the remitting campus or CO, 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 Thomas Paulson, University Accounting & Reporting (Ext. 6-0961).

### **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 **Thursday, June 26, 2025**, will be recorded in the current fiscal year. Any recharges for these services received in Financial 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, [uar@calpoly.edu](mailto:uar@calpoly.edu)).

### **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 2025 and requests are received in University Accounting and Reporting by **Friday, June 13, 2025**. All expenditure transfer requests should be submitted to the following email address: [expendituretransfer@calpoly.edu](mailto:expendituretransfer@calpoly.edu).

- Questions regarding expenditure transfers with State funding sources, (excluding University Campus program Funds) should be directed to Thomas Paulson, University Accounting and Reporting (Ext. 6-0961).
- Questions regarding expenditure transfers with University Campus Program funding sources should be directed to [ucp@calpoly.edu](mailto:ucp@calpoly.edu).

## **5. PAYROLL EXPENDITURE TRANSFERS AND POSITION FUNDING FORMS**

Requests for payroll expenditure transfers for January – May, must be received by **Friday, June 6, 2025**. Transfers should be emailed to: [payrolltransactions@calpoly.edu](mailto:payrolltransactions@calpoly.edu).

Questions concerning payroll expenditure transfers should be directed to Heidi Lorgé, Administration and Finance (Ext. 6-1187, [hlorge@calpoly.edu](mailto:hlorge@calpoly.edu)).

## **6. REQUESTS FOR BUDGET TRANSFERS**

Requests to revise any current fiscal year budgets should be emailed to: [budgettransfers@calpoly.edu](mailto:budgettransfers@calpoly.edu) as soon as possible after receipt of May 2025 financial reports, but no later than **Friday, June 6, 2025**.

Questions regarding requests for budget transfers should be directed to either Elizabeth Williams (Ext. 6-7065, [ejwillia@calpoly.edu](mailto:ejwillia@calpoly.edu)) or Pat Rosemas (Ext. 6-7097, [prosemas@calpoly.edu](mailto:prosemas@calpoly.edu)), University Budget & Fiscal Planning Department.

## **7. TRAVEL: 2 DEADLINES**

For travel expenses charged 100% to university chartfields, Travel Expense Claim Forms or Concur Expense Reports must be submitted to Payment Services within ten days after the trip and no later than **Friday, May 2, 2025**. For travel dates after April 20, 2025, forms and expense reports may be submitted to Payment Services until **Friday, June 6, 2025**. Any forms received after this date will be processed as time allows and may be recorded in the next fiscal year.

Travel questions should be directed to PolyTravel (Ext. 6-1717).

## **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 2, 2025**, to be recorded in the current fiscal year. Transactions occurring after April 22, 2025, can be submitted to Payment Services until **Friday, June 6, 2025**. Petty cash reimbursement requests submitted after this date will be recorded in the next fiscal year.

Questions regarding these forms should be directed to Payment Services, (Ext. 6-2291).

## **9. PETTY CASH**

Petty cash transactions for the current fiscal year will be processed up to **4:00 PM on Thursday, June 19, 2025**. Requests for petty cash reimbursement submitted after this date will be expensed in the next fiscal year.

Questions regarding petty cash transactions should be directed at 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 26, 2025**. 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, [accountsreceivable@calpoly.edu](mailto:accountsreceivable@calpoly.edu)).

## **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, Monday, June 30, 2025**. 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 2024/2025

PROCUREMENT SERVICES		DEADLINE	
\$50,000 and over	Requisitions must be approved, budget checked, and all back-up received.	Friday, April 11, 2025	
\$2,501 to \$49,999	Requisitions must be approved, budget checked, and all back-up received.	Friday, April 25, 2025	
\$2,500 or less	Requisitions must be approved, budget checked, and all back-up received.	Friday, May 2, 2025	
Change Orders	All change order requests must be received by the Procurement Specialist.	Friday, May 23, 2025	
University Contracts	Invoiced after this date will be recorded in the next fiscal year.	Friday, June 6, 2025	
	<b>Exceptions</b> Cal Poly Partners charges through <b>Friday, May 16, 2025</b> , 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 <b>June 6, 2025</b> , 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 16, 2025	
FINANCIAL AND PAYMENT SERVICES		DEADLINE	CONTACT
<b>Hourly &amp; Student Employee Payroll:</b> All hours worked in May 2025 must be approved online ( <a href="https://my.calpoly.edu">https://my.calpoly.edu</a> ) by this date.		Wednesday, June 4, 2025	Payroll Services Ext. 6-2605
<b>Interagency Financial Transaction (IFT) Requests:</b> IFT requests received after this date will be recorded as next fiscal year transactions.		Thursday, June 5, 2025	Thomas Paulson Ext. 6-0961
<b>General Chargebacks:</b> 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 26, 2025	UAR Ext. 6-2242
<b>Expenditure transfers, non-payroll:</b> Requests for expenditure transfers (for January – June) should be emailed to <a href="mailto:expendituretransfer@calpoly.edu">expendituretransfer@calpoly.edu</a> by this date. Any requests for expenditure transfers received after this date will be recorded as next fiscal year transactions.		Friday, June 13, 2025	Thomas Paulson Ext. 6-0961
<b>Payroll expenditure transfers and position funding forms:</b> Requests (for January – May pay periods) should be emailed to: <a href="mailto:payrolltransactions@calpoly.edu">payrolltransactions@calpoly.edu</a> .		Friday, June 6, 2025	Heidi Lorgé Ext. 6-1498
<b>Budget Transfers:</b> Requests for budget transfers should be emailed to: <a href="mailto:budgettransfers@calpoly.edu">budgettransfers@calpoly.edu</a> by this date.		Friday, June 6, 2025	Elizabeth Williams Ext. 6-7065
<b>Travel Expense Claim Forms or Concur Expense Reports /Travel Reimbursement Requests:</b> Travel dates before April 20, 2025 are due in May and travel dates after are due in June.		May 2, 2025 / June 6, 2025	PolyTravel Ext. 6-1717
<b>Vendor Request Form and Reimbursement Form (non-P.O. procurements):</b> Direct Buy Forms received after this date will be recorded as next fiscal year transactions.		May 2, 2025 / June 6, 2025	Payment Services Ext. 6-2291
<b>Petty Cash:</b> Petty Cash transactions processed after <b>4:00 PM</b> on this date will be charged to next fiscal year.		Thursday, June 19, 2025	University Cashier Ext. 6-2256
<b>Payments for other Support Time Form 107C:</b> Payments received after this date for 107C contracts will be recorded as next fiscal year transactions.		Thursday, June 26, 2025	Shawna Donahou Ext. 6-1711
<b>Cash / Check Deposits:</b> Deposits received at the University Cashiers Office after <b>3:00 PM</b> on this date will be recorded in the next fiscal year.		Monday, June 30, 2025	University Cashier Ext. 6-2256