This memo transmits the current 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 in order to accomplish these objectives by asking that you meet all of the deadlines, as outlined on the attached, so that we are able to 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.

In lieu of holding an ABC Fiscal Year-End Open Forum this year we implemented the first Mid-Year Close, and met with all the colleges/divisions individually. In addition, we conducted an AFD Open Lab each month for the purpose of reviewing monthly financial transactions and providing an in-person venue for questions. Further details can be found on the AFD Business Connection website (http://abc.afd.calpoly.edu) which provides information about a variety of University business services, including upcoming open forums.

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.
CONTRACTS AND PROCUREMENT

GENERAL INSTRUCTIONS

Contracts and Procurement (C&P) 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 (back-up) 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 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 C&P. Please submit your purchase requirements early so that C&P can act on your requisitions in a timely manner.

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

- **Complete all ordering 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.

- All invoices for annual orders for services and/or goods purchased should be approved and received in Fiscal Services-Accounts Payable no later than **Friday, June 17, 2016**. After these invoices are processed, remaining encumbrances for all annual agreements will be liquidated.

1. **PURCHASE REQUISITIONS AND PURCHASE ORDERS**

   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 C&P (extension 6-2232, Administration Building, Room 128).

   - **$50,000 and Over** Requisitions must be budget checked, approved, and all back-up received by **FRIDAY, APRIL 8, 2016**.
   - **$2,501 to $49,999** Requisitions must be budget checked, approved, and all back-up received by **FRIDAY, MAY 6, 2016**.
   - **$2,500 or Less** Requisitions must be budget checked, approved, and all back-up received by **FRIDAY, June 3, 2016**.
   - **Change Orders** All change orders must be received in C&P by **FRIDAY, MAY 27, 2016**.

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

2. **PURCHASE REQUISITIONS SUBMITTED AFTER DEADLINE DATES**

   Late purchase requisitions will be processed as time allows in the order received.

3. **ANNUAL PURCHASE ORDERS**

   Annual purchase orders expire at fiscal year-end.
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 buyer and received no later than Friday May 27, 2016. Changes to annual purchase orders received after this date will be processed as time allows. All approved invoices must be received in Fiscal Services-Accounts Payable by Friday, June 17, 2016.

ALL remaining encumbrances for annual orders will be liquidated at that point. Invoices received after June 17th will be charged to next fiscal year.

4. UNIVERSITY CONTRACTS

University Contracts have a billing cutoff date of Friday, June 10, 2016. 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 Corporation charges through Friday May 27, 2016 will be recorded in the current fiscal year. Charges after May 27th will be recorded as next fiscal year transactions.
- Staples charges through Wednesday, June 15, 2016 will be recorded in the current fiscal year. Charges after June 15th will be recorded as next fiscal year transactions.

5. PROCUREMENT CREDIT CARD

The ProCard has a billing cutoff date of Wednesday, June 15, 2016. 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.

FISCAL SERVICES and BUDGET AND FINANCE DEPARTMENTS

1. CHARGEBACKS (Recharges)

Chargebacks for Alarm (intrusion), Copier Program and, Live Scan will be closed for the current fiscal year on Friday, May 20, 2016. Requests for chargeback services received after this date will be charged to the next fiscal year.

Chargebacks for Facility Services which includes Transportation, Postage (metered), UPS, Campus Ship, and other work order-related Facility Services requests received by Friday, June 17, 2016 will be recorded in the current fiscal year. Any recharges for these services received in Fiscal Services after June 17th will be charged to the next fiscal year.

Questions concerning chargeback processing should be directed to Val Maijala, Budget and Finance Department (extension 6-1187, Administration Building Room 122).

2. 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 being transferred were processed in the January to June period and requests are received in Fiscal Services by Tuesday, June 21, 2016. 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 Linda Ortiz, Accounts Receivable (extension 6-1711, 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).

3. **PETTY CASH**

Petty cash transactions for the current fiscal year will be processed up to 4:00 p.m. **Friday, June 24, 2016**. Requests for petty cash reimbursement submitted after June 24th will be charged to the next fiscal year.

Questions regarding petty cash transactions should be directed to Kathryn Dunham, University Cashier Lead (extension 6-2310, Administration Building Room 131E).

4. **HOURLY EMPLOYEE PAYROLL APPROVAL**

The last day for online approval of hours for all staff and student pay for the May 2016 pay period is **Friday, June 3rd**. 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 (6-2605, Administration Building Room 107).

5. **TRAVEL**

Travel Expense Claim Forms should be submitted to the Accounts Payable-Travel office within ten days after the trip and no later than **Friday, June 17, 2016**. Travel Expense Claim Forms received after June 17th will be charged to the next fiscal year.

Questions regarding travel should be directed to Beatrice Jones (extension 6-1717, Administration Building Room 129).

6. **DIRECT BUY FORMS/STAFF REIMBURSEMENT REQUESTS (NON-PURCHASE ORDER PURCHASES)**

Properly approved Direct Buy Forms for staff reimbursement requests, commodity purchases and certain limited services (see form for complete listing), must be received in Accounts Payable by **Friday, June 17, 2016** in order to be charged to the current fiscal year. Direct Buy Forms received after June 17th will be charged to the next fiscal year.

Questions regarding Direct Buy Forms should be directed to Francie Murphee, Accounts Payable Lead (extension 6-6092, Administration Building Room 129).

7. **PAYROLL EXPENDITURE TRANSFERS**

Requests for payroll expenditure transfers for the period of January – May 2016, must be received in the Budget and Finance Department by **Friday, June 17, 2016**.

Questions concerning payroll expenditure transfers should be directed to Val Maijala, Budget and Finance Department (extension 6-1187, Administration Building Room 122).

8. **PAYMENTS FOR FACULTY/SSTAFF OTHER SUPPORT TIME/FRACTION (AP Form 107C)**

Payments by the Cal Poly Corporation 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 30, 2016**. Payments received after this date will be recorded in the next fiscal year. Questions concerning Form 107C contract payments should be directed to Marina Nievez, Accounts Receivable (extension 6-1438, Administration Building Room 131).
9. **REQUESTS FOR BUDGET TRANSFERS**

Requests to revise any current fiscal year budgets should be submitted as soon as possible after receipt of May 2016 financial reports, but no later than *Friday, June 17, 2016*.

Questions regarding requests for budget transfers should be directed to Janice Manzo, Budget and Finance Department (extension 6-2663, Administration Building Room 122).

10. **CASH POSTING ORDER (CPO) REQUESTS**

CPO requests must be received by *Friday, June 17, 2016*. Requests received after this date will be recorded in the next fiscal year.

A CPO 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 a CPO 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 an email exchange.

Questions regarding CPO requests should be directed to Marina Nievez, Accounts Receivable (extension 6-1438, Administration Building Room 131).

For CPO Request form and guidelines refer to: [http://www.calstate.edu/acct/policies_procedures/co/index.shtml](http://www.calstate.edu/acct/policies_procedures/co/index.shtml)

11. **ANNUAL SOFTWARE INVENTORY**

Annually, we are required to record and report changes in significant software holdings costing $5,000 or more that were acquired and/or locally designed (even if currently not in use) in the last five years, or disposed of in the current year. The information requested for new or newly-reported acquisitions is as follows:

- Fund
- Deptid
- Building
- Room
- Description
- Vendor
- PO#
- Acquisition date
- Original cost, including sales tax

To aid in this process, all software acquisitions should be purchased in accounts 616003 - IT Software or 616800 – IT Site License, and should not include maintenance costs and “annual” license renewals for effective periods of one year or less. If you have previously reported significant software holdings that have been disposed, make sure to include that information as well. The information must be received by *Friday, June 17, 2016*. Submit to Dee Louie at dqlouie@calpoly.edu.

Questions regarding software reporting and submission of information should be directed to Dee Louie, General Accounting (extension 6-5961, Administration Building Room 131).
12. **CASH/CHECK DEPOSITS**

Deposits will be posted in the current fiscal year if payment is received at the University Cashiers Office by 3:00 p.m. **Thursday June 30, 2016**. Payments received after June 30th 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).
# CAL POLY
## SUMMARY OF FISCAL YEAR-END DEADLINES FOR FY 2015/2016

<table>
<thead>
<tr>
<th>Contracts and Procurement (C&amp;P)</th>
<th>Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>$50,000 and over</td>
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<td>ProCard charges</td>
<td>Wednesday, May 27, 2016</td>
</tr>
<tr>
<td>University Contracts invoiced</td>
<td>Friday, June 10, 2016</td>
</tr>
<tr>
<td>EXCEPTIONS:</td>
<td>Friday, May 27, 2016</td>
</tr>
<tr>
<td>Staples, Wednesday, June 15, 2016</td>
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<tr>
<th>Fiscal Services</th>
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</tr>
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<tbody>
<tr>
<td>General Chargebacks:</td>
<td>Friday, June 17, 2016</td>
<td>Val Maijala Ext. 6-1187</td>
</tr>
<tr>
<td>Hourly Employee Payroll:</td>
<td>Friday, June 3, 2016</td>
<td>Payroll Services Ext. 6-2605</td>
</tr>
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<td>Cash Posting Order (CPO) Requests:</td>
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<td>Marina Nievez Ext. 6-1438</td>
</tr>
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<td>Annual Software Inventory:</td>
<td>Friday, June 17, 2016</td>
<td>Dee Louie Ext. 6-5961</td>
</tr>
<tr>
<td>Other chargebacks:</td>
<td>Friday, June 17, 2016</td>
<td>Val Maijala Ext. 6-1187</td>
</tr>
<tr>
<td>Expenditure transfers, non-payroll:</td>
<td>Tuesday, June 21, 2016</td>
<td>Linda Ortiz Ext. 6-1711</td>
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<td>Payroll expenditure transfers:</td>
<td>Friday, June 17, 2016</td>
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<td>Budget Transfers:</td>
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<td>Janice Manzo Ext. 6-2663</td>
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<td>Direct Buy Forms/Staff reimbursement requests (non-P.O. procurements):</td>
<td>Friday, June 17, 2016</td>
<td>Francie Murphee Ext. 6-6092</td>
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<td>Travel Expense Claim Forms/Travel Reimbursement Requests:</td>
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<td>Kathryn Dunham Ext. 6-2310</td>
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<td>Payments for other Support Time Form 107C:</td>
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