TO:    Vice Presidents, Deans, Division Heads, and University Departments

FROM:  Marc Benadiba, University Controller

SUBJECT: Fiscal Year-End June 30, 2019 Schedule for Financial Processes and Services

DATE:  March 19, 2019


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.

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 (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 SBS. Please submit your purchase requirements early so that SBS 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.

- Invoices for annual orders for services and/or goods purchased should be approved and received in Payment Services no later than **Friday, June 21, 2019.** After these invoices are processed, 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 (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 5, 2019.**
   - **$2,501 to $49,999** Requisitions must be budget checked, approved, and all back-up received by **Friday, May 3, 2019.**
   - **$2,500 or Less** Requisitions must be budget checked, approved, and all back-up received by **Friday, May 31, 2019.**
   - **Change Orders** All change orders must be received by **Friday, May 24, 2019.**

   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 if time allows.
3. **ANNUAL PURCHASE ORDERS**

Annual purchase orders expire on **June 30, 2019**.

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, 2019**. Changes to annual purchase orders received after this date will be processed as time allows. All approved invoices must be received Payment Services by **Friday, June 21, 2019**.

ALL remaining encumbrances for annual orders will be liquidated at that point. Invoices received after **June 21, 2019** will be charged to next fiscal year.

4. **UNIVERSITY CONTRACTS**

University Contracts have a billing cutoff date of **Friday, June 7, 2019**. 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 24, 2019** 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 14, 2019** 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, 2019**. **All travel and regular 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.**
1. **HOURLY EMPLOYEE PAYROLL APPROVAL**

The last day for online approval of hours for all staff hourly and student pay for the May 2019 pay period is **Tuesday, June 4, 2019**. 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).

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

CPO requests must be received by **Friday, June 14, 2019**. 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 Elizabeth Baker, University Accounting & Reporting (extension 6-5813, 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)

3. **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 14, 2019**. Submit to Arlene Carlisle at arcarlis@calpoly.edu.

Questions regarding software reporting and submission of information should be directed to Arlene Carlisle, University Accounting & Reporting (extension 6-5961, Admn Building Room 131).
4. **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, 2019** 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 Val Maijala, Budget and Finance Department (extension 6-1187, Administration Building Room 122).

5. **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 **Friday, June 14, 2019**. 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 (extension 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).

6. **PAYROLL EXPENDITURE TRANSFERS**

Requests for payroll expenditure transfers for the period of January – May 2019 only, must be received in the Budget and Finance Department by **Friday, June 14, 2019**. Transfers can be emailed to: payrolltransactions@calpoly.edu.

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

7. **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 2019 financial reports, but no later than **Friday, June 14, 2019**.

Questions regarding requests for budget transfers should be directed to either Elizabeth Williams (6-7065) or Pat Rosemas (6-7097), Budget and Finance Department (Administration Building Room 122).
8. **TRAVEL**

Travel Expense Claim Forms should be submitted to Payment Services within ten days after the trip and no later than **Friday, June 14, 2019**. Travel Expense Claim Forms received after this date will be charged to the next fiscal year.

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

9. **DIRECT BUY FORMS/STAFF REIMBURSEMENT REQUESTS (NON-PO PURCHASES)**

Properly approved Direct Buy Forms must be received in Payment Services by **Friday, June 14, 2019** in order to be charged to the current fiscal year. Direct Buy Forms received after this date will be charged to the next fiscal year.

Questions regarding Direct Buy Forms should be directed to Payment Services extension 6-2291.

10. **PETTY CASH**

Petty cash transactions for the current fiscal year will be processed up to **4:00 p.m. on Friday, June 21, 2019**. 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 Casey Smith, University Cashiers Office Lead (Extension 6-2310, Administration Building Room 131E).

11. **PAYMENTS FOR FACULTY/STAFF 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 Friday, June 28, 2019**. 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 (extension 6-1711, 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. Friday, June 28, 2019**. 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 2018/2019

<table>
<thead>
<tr>
<th>PROCUREMENT SERVICES</th>
<th>DEADLINE</th>
</tr>
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<tbody>
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<td>Change Orders</td>
<td>All change order requests must be received by the Procurement Specialist.</td>
</tr>
<tr>
<td>University Contracts</td>
<td>Invoiced after this date will be recorded in the next fiscal year.</td>
</tr>
</tbody>
</table>

**Exceptions**

- Cal Poly Corporation charges through **Friday, May 24, 2019** 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 14, 2019** 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 after this date will be processed in the next fiscal year. | June 14, 2019 |

### FISCAL AND PAYMENT SERVICES

<table>
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<th>Service Description</th>
<th>DEADLINE</th>
<th>CONTACT</th>
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<tr>
<td><strong>Hourly &amp; Student Employee Payroll:</strong> All hours worked in May 2019 must be approved on-line (<a href="https://my.calpoly.edu">https://my.calpoly.edu</a>) by this date.</td>
<td>Tuesday, June 4, 2019</td>
<td>Payroll Services Ext. 6-2605</td>
</tr>
<tr>
<td><strong>Cash Posting Order (CPO) Requests:</strong> CPO requests received after this date will be recorded as next fiscal year transactions.</td>
<td>Friday, June 14, 2019</td>
<td>Elizabeth Baker Ext. 6-5813</td>
</tr>
<tr>
<td><strong>Annual Software Inventory:</strong> Email information to <a href="mailto:dqlouie@calpoly.edu">dqlouie@calpoly.edu</a></td>
<td>Friday, June 14, 2019</td>
<td>Arlene Carlisle Ext. 6-5961</td>
</tr>
<tr>
<td><strong>General Chargebacks:</strong> 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.</td>
<td>Friday, June 14, 2019</td>
<td>Val Maijala Ext. 6-1187</td>
</tr>
<tr>
<td><strong>Expenditure transfers, non-payroll:</strong> 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.</td>
<td>Friday, June 14, 2019</td>
<td>Elizabeth Baker Ext. 6-5813</td>
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<td><strong>Payroll expenditure transfers:</strong> Payroll expenditure transfer requests (for January – May pay periods) should be emailed to: <a href="mailto:payrolltransactions@calpoly.edu">payrolltransactions@calpoly.edu</a> by this date.</td>
<td>Friday, June 14, 2019</td>
<td>Val Maijala Ext. 6-1187</td>
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<td><strong>Budget Transfers:</strong> Requests for budget transfers should be emailed to: <a href="mailto:budgettransfers@calpoly.edu">budgettransfers@calpoly.edu</a> by this date.</td>
<td>Friday, June 14, 2019</td>
<td>Elizabeth Williams Ext. 6-7065</td>
</tr>
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<td><strong>Travel Expense Claim Forms/Travel Reimbursement Requests:</strong> Travel Claim Forms received after this date will be charged to next fiscal year.</td>
<td>Friday, June 14, 2019</td>
<td>Payment Services Ext. 6-2291</td>
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<td><strong>Direct Buy Forms/Staff reimbursement requests (non-P.O. procurements):</strong> Direct Buy Forms received after this date will be recorded as next fiscal year transactions.</td>
<td>Friday, June 14, 2019</td>
<td>Payment Services Ext. 6-2291</td>
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<td><strong>Petty Cash:</strong> Petty Cash transactions processed after <strong>4:00 PM</strong> on this date will be charged to next fiscal year.</td>
<td>Friday, June 21, 2019</td>
<td>Casey Smith Ext. 6-2310</td>
</tr>
<tr>
<td><strong>Payments for other Support Time Form 107C:</strong> Payments received after this date for 107C contracts will be recorded as next fiscal year transactions.</td>
<td>Friday, June 28, 2019</td>
<td>Shawna Donahou Ext. 6-1711</td>
</tr>
<tr>
<td><strong>Cash / Check Deposits:</strong> Deposits received at the University Cashiers Office after <strong>3:00 p.m.</strong> on this date will be recorded in the next fiscal year.</td>
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