Date: April 10, 2012

To: University Community

From: Mr. Glenn Meeks Vice President of Administration and Finance

Subject: Revised Fiscal Year 12 [FY12] Year End Closing Schedule

Applying this similar schedule, it was an outstanding success in the closing of FY11 purchases. In an effort to continue the same outstanding service to the university community to close out the fiscal year (June 30, 2012), the Accounting and Purchasing Departments are asking you to take a look at your last quarter budget allocation and make any purchase requests necessary within the following time frames:

**Thursday, March 1, 2012**  The fourth-quarter (final) budgets are loaded in the Banner system

**Friday, April 13, 2012** Submit all purchase requisitions pertaining for the following:

1. Equipment requests (e.g. Furniture, Special and made to orders items) with a delivery date on or before June 30th, no exceptions.
2. Construction activities ending 6/30/12
3. Contractual Services for service ending 6/30/12
4. Professional/artistic contracts ending 6/30/12

**Monday, April 30, 2012** All Fiscal Officers send annual report to Property Control, Sam Khankan. The “as of” date of the report is March 31, 2012.

**Friday, May 11, 2012** Submit all purchase requisitions pertaining to the following:

1. All airfare requisitions
2. All commodity requisitions

**Friday, May 25, 2012** Submit all Central Stores Vouchers and budget transfer requests approved by VPs.

(Please note: Physical Inventory date for Central Stores will be June 22, 2012)

**TRAVEL:**

**Friday, May 11, 2012** Submit Travel Authorizations to Accounts Payable

**Friday, June 8, 2012** Submit Travel Voucher to Accounts Payable

**DIRECT PAYMENT VOUCHER:**

**Friday, May 25, 2012** Submit Request for Direct Payment Voucher (DPV)

***These dates also apply to grants ending on June 30, 2012. ***
LAPSE PERIOD PAYMENT PROCESSING

FY12 SPECIAL APPROPRIATIONS: Pharmacy and Student Financial Assistance Outreach
All invoices must be submitted for payment to Accounts Payable by 07/31/12 in order not to lose the unspent appropriations to allow processing time and meet the Comptroller’s Office deadline.

LAPSE PERIOD RULES:

1. All expenditures for FY12 must be encumbered by 06/30/12 if paid in the lapse period.
2. Invoices must be submitted to Accounts Payable by 07/31/12 as much as possible.
3. Personal services expenditures can only be charged to FY12 through 06/30/12.
4. Travel crossing fiscal years must be allocated between the two years. Only the FY12 dates can be charged to the FY12 budget.

Service contracts must be charged to the correct fiscal year. The correct fiscal year is determined by the date range of the services being delivered, not by the invoice date. Contact vendors to ensure invoices are clearly broken out by fiscal year period. Fiscal Officers will be held accountable to prevent invoices being charged to the wrong fiscal year which leads to audit findings.

FY13 Deadline Date for Contractual Requisitions with an Effective Date of 07/01/2012:

All contractual requisitions for FY13 should be submitted in CSU Buy no later than 5 p.m. on Friday, May 25, 2012 (revised).

This will allow the workflow approvers [Purchasing, Legal, Vice President, Provost, and President] to review the contracts and allow the end users an opportunity to make any necessary changes.

Friday, April 27, 2012: Begin entering FY13 Purchase Requisitions into CSU Buy.
REMEmber to change the transaction date to 07/01/2012 and add an internal comment to indicate this is a FY13 Purchase.

All purchase requisitions must be submitted in CSU Buy no later than 5 p.m. on the above dates. Additionally All purchase requisitions must be approved by the fiscal officer or by the authorized person. Please share this information with the appropriate faculty and staff.

THERE WILL NOT BE ANY REQUISITIONS ACCEPTED AFTER THESE DATES. ALL UNSPENT FUNDS WILL REVERT TO THE UNIVERSITY TO BE USED FOR GENERAL PURPOSES OF THE UNIVERSITY. NO EXCEPTIONS WILL BE ALLOWED BY EITHER THE ACCOUNTING OR PURCHASING DEPARTMENTS.

The scheduled process gives adequate time to make those important purchases and avoid the last minute rush to spend. We believe that getting this schedule out in advance will allow us to assist the University community in all of their purchasing endeavors. If you have any questions regarding this memo, please contact Ms. Janielle Graham, Ms. Charon Frazier-Parks, Ms. Janet Ali, Ms. Minnie Lee and Ms. Sheena Aikens of the Purchasing Department or Mr. Larry Pinkelton, Ms. Marcie Aranda, Mr. Ted Lannon, Ms. Louise Williams, Ms. Traci Berry, Ms. Rochelle Davis, and Mr. Lyle Montgomery of the Accounting Dept.

Thank you in advance for your cooperation.

C: Ms. Janielle Graham, Director of Purchases
  Mr. Larry Pinkelton, Associate Vice President of Administration and Finance
  Ms. Marcie Aranda, Associate Vice President of Administration and Finance
  Mr. Ted Lannon, Director of Accounting of Administration and Finance Comptroller
  Ms. Louise Williams. Associate Director of Accounting