**Financial Services Year-End Deadlines**

As we approach the end of the fiscal year, we would like to remind the campus community that effective financial oversight is the result of reviews and reconciliations occurring throughout the year. For your information, the following **deadlines** apply for the expenditure of current year funds:

**April 12, 2024** – Friday

* All purchase requisitions over $100,000 must be approved in PeopleSoft with complete specifications for bidding forwarded on a Transmittal Form, unless an established contract (BOA,MEA, etc., will be utilized)
* All purchase requisitions for construction contracts over $100,000 (with complete specifications) from Facilities

**May 3, 2024 – Friday**

* All purchase requisitions for purchases between $5,000 and $100,000.
* All purchase requisitions for construction contracts under $100,000 (with complete specifications) from Facilities

**May 15, 2024** – Wednesday

* The last day to use your PCard for expenditures to be charged to the 2023/24 fiscal year is May 17, 2024. Any PCard purchase made after May 17 will appear on the June statement and be processed against 2024/25 fiscal year funds.
* PCards will remain active throughout the year-end period.

**May 31, 2024** – Friday

* All Purchase Requisitions for purchases less than $5,000.
* Departments should evaluate balances on Blanket PO’s.
* Requests for close out of purchase orders and encumbrance adjustments are due.

**June 3, 2024** – Monday

* New purchase requisitions received shall be dated as of July 1, 2024.

**June 14, 2024** – Friday

* Short Term Limited Scope (STLS) Independent Contractor check requests are due.
* Check Requests
* Clear pre-paid expenses from your Certify “wallet” for tips prior to 6/30/2024
* All A/R (Accounts Receivable) billing requests due, including faculty replacement charges and billings to the Auxiliaries (Foundation, ASI)
* Requests for expense transfers, budget transfers, payroll adjustment requests and Interagency Financial Transactions (IFT)

**June 25, 2024** - Tuesday

* All PhiL Stations should be emptied and submitted to Cashiers

**June 28, 2024** – Friday

* The Cashier’s Office will close at 1:00 p.m.

**REMINDER - IT’S NEVER TO EARLY TO START PREPARING FOR YEAR END**

Need assistance? We are always here to help.

**Accounts Payable staff** [**accounts.payable@csueastbay.edu**](mailto:accounts.payable@csueastbay.edu)

* Certify “wallets”
* Check requests
* Invoice payments
* Short Term Limited Scope (STLS) Independent Contractor check requests

**Budget & FSU staff** [**budget@csueastbay.edu**](mailto:budget@csueastbay.edu)

* Budget transfers
* Payroll adjustment requests

**Cashiering staff** [**cashiers@csueastbay.edu**](mailto:cashiers@csueastbay.edu)

* Accounts receivable billing requests
* PhiL Stations

**General accounting staff** [**general.accounting@csueastbay.edu**](mailto:general.accounting@csueastbay.edu)

* Expense transfers
* Interagency Financial Transactions (IFT)

**Procurement staff** – [**thomas.ballinger@csueastbay.edu**](mailto:thomas.ballinger@csueastbay.edu)

* Plan any year-end purchases including timelines, price and delivery quote
* Analyzing and/or closing open PO’s.

Not sure who you need? Please contact [audrey.katzman@csueastbay.edu](mailto:audrey.katzman@csueastbay.edu) or 510-885-2749.