



## Fiscal Year End Deadlines 2018

### Bids posted by CSU, not on State contract:

- ◆ **April 16, 2018** Request for Quotes (RFQ) agency contracts, open market/one time purchases.
- ◆ **May 2, 2018** Request for renewal or extension of current contracts.
- ◆ **May 15, 2018** Last bid opening date for FY 2018 purchases.

### Purchase Requisitions Submitted to Procurement Services through ePro:

- ◆ **June 5, 2018** Last day to submit online purchase requisitions in ePro module. Any purchases requested after this date must be approved by Budget & Finance.

### P-Card Cutoff Dates:

- ◆ **May 31, 2018** Last day to use the P-card. Purchases posted from June 1-June 30 will be charged to the current Fiscal Year. All purchases posted to the P-card after June 30 will be charged to Fiscal Year 2019.

### Budget Amendment Requests:

- ◆ **May 25, 2018** All budget amendments for FY 2018 submitted to Budget Office.

### Check Request, Travel Reimbursement and Wire Request Deadlines:

- ◆ **May 25, 2018** Last day to submit all check requests with appropriate documentation for FY 2018 for funds 10000, 10500 and 10600
- ◆ **June 5, 2018** Last day to enter Cash Advance in Self Service Portal
- ◆ **June 14, 2018** Last day to submit Expense reports in Self Service Portal.
- ◆ **June 22, 2018** Last day to submit all check requests with appropriate documentation for FY 2018 for funds 13000, 14000, 15000, 16000, 50000, 60000, 62000
- ◆ **June 25, 2018** Last day to submit all wire requests to Accounting Services with appropriate documentation for FY 2018 for all funds.

**\*\*\*\*As the Accounting Office will be closing out the Fiscal Year, PeopleSoft will be unavailable to cut a check and Purchase Orders will not be issued from July 1<sup>st</sup> through July 14<sup>th</sup>.\*\*\*\***

### Cost Transfer:

- ◆ **June 25, 2018** Last day to submit a request to transfer costs between E & G and Sponsored.

### Expense Correction:

- ◆ **June 25, 2018** Last day to submit a request to correct a charge posted against your budget.

### Bursars' Office:

- ◆ **June 26, 2018** Last day to submit deposits to Bursars' Office for FY 2018.
- ◆ **June 29, 2018** Banner will shut down at noon for FY 2018 Year-End Closing and reopen on July 2, 2018.

**\*\*\*\*All above deadlines are to be met by 5:00 pm on the specified date. No Exceptions\*\*\*\***

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