

To : Vice Presidents, Deans, Division Heads, Departments
Via e-mail

Date : April 24, 2008

File No. :

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Subject: 2007/2008 Fiscal Year-End Schedule of Deadlines for
Financial Processes and Services

This memo transmits the 2007/2008 fiscal year-end schedule of deadlines for university financial processes and services. The last page of the attachment is a one-page summary of deadline dates by transaction type. Additional information is provided in the previous pages. A major objective of these cut-off dates is to ensure that our fiscal year-end financial reports are timely and as complete and accurate as possible.

CSU and campus policy requires review before procurements of software and information technologies can be processed by the Contract and Procurement Services department. By planning ahead and submitting your purchasing requirements early, we will be in a better position to act on your requisitions in a timely manner. There are things you can do to help improve the timeliness of your purchases and increase the efficiency of the process such as sending supporting documentation as soon as possible and, when possible, use the Procurement Card (P-Card) for approved low value purchases. If your department does not have a P-Card, please contact Contract and Procurement Services (ext. 62232) for assistance with this or any other procurement process.

The *Finance Customer Connection* website (<http://financehelp.calpoly.edu>) is designed as a convenient single point of access for information about a variety of university financial processes. A copy of this memo will be available on this website. Your suggestions for improving this website are welcome (see the "suggestions" hyperlink on the website).

Please distribute this memo within your areas. Thank you.

Attachments

CONTRACT and PROCUREMENT SERVICES

GENERAL INSTRUCTIONS

Contract and Procurement Services has established deadline dates to ensure the 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 placed as time allows **and after any requisitions submitted by the established deadlines**. The Contract and Procurement Services staff is available to advise requestors on expeditious handling of orders to meet their needs for the current fiscal year.

Deadlines for purchasing 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.** The minimum requirements are identified later in this memo, but in order to avoid the problem described above, all orders should be submitted as soon as possible.
- All invoices for annual orders for services and/or goods purchase should be approved and received in Accounts Payable no later than **Friday, June 27, 2008**. Subsequent to processing these invoices, remaining encumbrances of 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 the staff in Contract and Procurement Services, Administration Building, Room 128, **extension 6-2232**.

\$50,000 and Over	Requisitions must be budget checked, approved, and all back-up received by FRIDAY, MAY 2, 2008 .
\$3,501 to \$49,999	Requisitions must be budget checked, approved, and all back-up received by FRIDAY, MAY 16, 2008 .
\$3,500 or Less	Requisitions must be budget checked, approved, and all back-up received by FRIDAY, JUNE 6, 2008 .
Change Orders	All change orders must be received in Contract and Procurement Services by FRIDAY, JUNE 6, 2008 .

Purchasing requisitions received in Contract and Procurement Services by the deadlines listed above and with complete approvals, backup, funding, chartfields, attachments, etc., will be processed as FY 2007/2008 purchase orders. Late requisitions will be placed as time allows **and after any requisitions submitted by the established deadlines**.

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

Late purchase requisitions will be placed as time allows and will be processed after requisitions already submitted by the established deadlines.

3. **ANNUAL SERVICE/GOODS PURCHASE ORDERS:**

Annual Service/Goods Purchase Orders are typically set up to expire on **Friday, June 27, 2008**, or when funds encumbered have been expended, whichever occurs first.

It is the responsibility of each department to review existing Annual Purchase Orders to determine if the balances remaining will be used during the 2007/2008 fiscal year or if the order should be decreased. Requests for changes to these POs must be emailed to the appropriate buyer and received no later than **Friday June 6, 2008**. **CHANGES TO ANNUAL SERVICE/GOODS PURCHASE ORDERS RECEIVED AFTER THIS DATE MAY NOT BE PROCESSED.** All approved invoices must be received in Fiscal Services, Accounts Payable by **Friday, June 27, 2008**. ALL remaining encumbrances for annual orders will be liquidated at that point. Any invoices received after June 27, 2008 date will be charged to FY 2008/2009.

4. **CAMPUS CONTRACTS**

“Campus contracts” refers to certain standardized University contracts with outside vendors and the Cal Poly Corporation for selected types of commodities and services. These contracts provide an efficient way for University departments to procure commodities and services throughout the fiscal year on an "as needed" basis. No purchase requisitions are necessary; a purchase may not exceed the University low-value limit.

Transactions related to campus contracts with **outside vendors** have a billing cutoff date of **Friday, June 20, 2008**. Items to be charged to the 2007/2008 fiscal year need to be ordered and invoiced in time to appear on this billing statement.

Transactions related to campus contracts with the **Cal Poly Corporation:** Cal Poly Corporation invoices dated through **May 23, 2008** will be recorded in the current fiscal year (2007/2008). Cal Poly Corporation Invoices dated after May 23, 2008 will be recorded in fiscal year 2008/2009.

5. **PROCUREMENT CREDIT CARD (Master Card)**

The P-Card contract will have a billing cutoff date of **Monday, June 23, 2008**. Any and all charges that are included in the bank statements through that date will be charged to the 2007/2008 fiscal year. All charges appearing on subsequent statements will be charged to the 2008/2009 fiscal year. If your department does not currently have a P-Card, please call Contract and Procurement Services at 6-2234 for an application or additional information.

FISCAL SERVICES

1. CHARGEBACKS (Recharges)

Chargeback accounts for Alarm, Copier Program, Live Scan, Media Distribution, Postage, Storeroom Supplies, UPS, and CampusShip will be closed out on **Friday, May 23, 2008**. Requests for chargeback services received after this date will be charged to the 2008/2009 fiscal year. Postage used (metered) after that date will be charged to the 2008/2009 fiscal year.

Recharges for Facility Services, Transportation Services, and Communication & Computing Services will be cut-off on **Friday, June 20, 2008**. Any recharges for these services received in Fiscal Services after this date will be charged to the 2008/2009 fiscal year.

Questions concerning chargeback processing should be directed to Nancy Reynolds in the Fiscal Services Department, extension 6-1429, Administration Building Room 129.

2. EXPENDITURE TRANSFERS, NON-PAYROLL

Non-payroll expenditure transfers will be recorded in the 2007/2008 fiscal year if the services are completed and the paperwork is received in Fiscal Services by **Friday, June 20, 2008**. These expenditure transfer requests may be submitted using either the electronic or manual form.

Questions concerning expenditure transfers should be directed to Jody Fisher in the Fiscal Services Department, extension 6-1438, Administration Building Room 106.

3. PETTY CASH

Petty cash transactions for the 2007/2008 fiscal year will be processed up to **4:30 p.m. Friday, June 27, 2008**. Requests for petty cash reimbursement submitted after that deadline will be charged to the new fiscal year.

Questions regarding petty cash transactions should be directed to Brett Holman, Assistant Director, Student Financial Services extension 6-7417.

4. STUDENT ASSISTANT AND COLLEGE WORK STUDY PAYROLL

The last day to approve student time for June 2008 payroll is **Wednesday, June 18, 2008**. Student time is approved on-line via the Cal Poly Portal. Log on to your Cal Poly account (<https://my.calpoly.edu>) and then select "Student Pay Timekeeper Access."

Questions regarding employee payroll should be directed to Marc Benadiba, Assistant Director, Payroll and Payment Management Services, Fiscal Services Department, extension 6-2605, Administration Building Room 107.

5. **TRAVEL**

Travel Approval Requests (Form 1A) for travel during the month of June should be submitted to the Accounts Payable office by **Friday, June 20, 2008**. Travel requests are required for all state business travel regardless of whether a travel advance is being requested.

Travel expense claims (Form 262A) for trips taken during June should be submitted to the Accounts Payable office within ten days after the trip is taken and no later than **Friday, June 27, 2008**. Travel claims received after this date will be charged to FY 2008/2009.

Questions or concerns regarding these transactions should be directed to John Sullivan at extension 6-1717, in Fiscal Services, Accounts Payable, Administration Building, Room 129.

6. **STAFF REIMBURSEMENT**

Properly approved reimbursement requests for out of pocket expenses for staff, students or faculty received in Accounts Payable by **Friday, June 27, 2008** will be charged to FY 2007/2008. Requests for payment received **after** that date will be charged to FY 2008/2009.

Questions regarding staff reimbursements should be directed to Elizabeth Williams in Accounts Payable, extension 6-5405, Administration Building Room 129.

7. **DIRECT PAY REQUESTS/NON-PO RELATED PAYMENT REQUESTS**

Requests for non-Purchase Order (Direct Pay) disbursements (goods and approved services \$3,500.00 or less only) to vendors received in Accounts Payable by **Friday, June 27, 2008** will be charged to FY 2007/2008. Requests for payment **after** that date will be charged to FY 2008/2009.

Questions regarding Direct Pay Requests should be directed to Elizabeth Williams in Accounts Payable, extension 6-5405, Administration Building Room 129.

8. **PAYROLL EXPENDITURE TRANSFERS**

Requests for payroll expenditure transfers for this fiscal year must be received in the Budget and Analytic Business Services Department by **Friday, June 20, 2008**.

Questions concerning payroll expenditure transfers should be directed to Laurie Borello, extension 6-6416, Administration Building, Room 122.

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

Payments by the Cal Poly Corporation related to Academic Personnel Form 107C transactions will be posted in Fiscal Year 2007/2008 if payment is received by the State Cashier's deadline of Friday, June 27, 2008. Payments received after this date for Form 107C transactions will be recorded in fiscal year 2008/2009.

Questions concerning Form 107C contract payments should be directed to Jody Fisher, extension 6-1438, in the Fiscal Services Department.

BUDGET AND ANALYTIC BUSINESS SERVICES

REQUESTS FOR BUDGET TRANSFERS

Questions regarding requests for budget transfers should be directed to Janice Manzo, extension 6-2663, in the Budget and Analytical Business Services Department, Administration Building, Room 122.

Requests to *revise* any 2007/2008 fiscal year budgets should be submitted as soon as possible after receipt of **May 2008** financial reports, but no later than **Friday, June 27, 2008**.

SUMMARY OF YEAR-END DEADLINE DATES FOR FY 2007/2008

Purchase Requisitions, Purchase Orders and other Purchasing Transactions (call 6-2234):

\$50,000 and over	Friday, May 2, 2008	Requisitions must be budget checked, approved, and all back-up received by this date.
\$3,501 to \$49,999	Friday, May 16, 2008	Requisitions must be budget checked, approved, and all back-up received by this date.
\$3,500 or less	Friday, June 6, 2008	Requisitions must be budget checked, approved, and all back-up received by this date.
Change Orders	Friday, June 6, 2008	All change orders must be received in Contract and Procurement Services by this date.
P-Card. Charges recorded on billing statements after this date will be processed as FY 2008/2009 transactions.		Monday, June 23, 2008 (Billing Cycle)
Campus Contracts with outside vendors invoiced after June 20, 2008 dates will be recorded as FY 2008/2009 transactions.		Outside Vendors: Friday, June 20, 2008
Campus Contracts with Cal Poly Corporation: CPC invoices dated through May 23, 2008 will be recorded in the current fiscal year (2007/2008). Cal Poly Corporation Invoices dated after May 23, 2008 will be recorded in fiscal year 2008/2009.		Cal Poly Corp: Friday, May 23, 2008

Fiscal Services and Budget Transactions:

General Chargebacks: Chargebacks for the following inter-departmental services must be submitted to Fiscal Services by the cut-off date: Alarm, Copier Program, CampusShip, Live Scan, Media Distribution, Postage, Storeroom Supplies and UPS. Any chargeback files received after May 23, 2008 will be processed as FY 2008/2009 transactions.	Friday, May 23, 2008	Nancy Reynolds at 6-1429
Other chargebacks: The following chargebacks have a later cut-off date: Facility Services, Transportation, and Communication & Computing Services.	Friday, June 20, 2008	Nancy Reynolds at 6-1429
Expenditure transfers, non-payroll: Requests for expenditure transfers using the electronic or manual expenditure transfer forms must be received in Fiscal Services by this date. Any requests for expenditure transfers received after this date will be recorded as FY 2008/2009 transactions.	Friday, June 20, 2008	Jody Fisher at 6-1438
Petty cash: Petty cash transactions processed after 4:30 PM on this date will be charged to FY 2008/2009.	Friday, June 27, 2008	Brett Holman at 6-7417
Student Assistant & College Work-Study Payrolls: For June 2008 payroll, student time must be approved on-line (https://my.calpoly.edu) by this date.	Wednesday, June 18, 2008	Marc Benadiba at 6-2605
Travel approval requests (Form 1A): Travel requests for trips taken in June, 2008 need to be received in Fiscal Services (Accounts Payable) by this date.	Friday, June 20, 2008	John Sullivan at 6-1717
Travel expense claims (Form 262A): Claims for trips taken in June, 2008 need to be received in Fiscal Services (Accounts Payable) within 10 days of the date of return, but no later than this date. All travel claims received after this date will be charged to FY 2008/2009	Friday, June 27, 2008	John Sullivan at 6-1717
Staff reimbursement requests: Valid requests for reimbursement of staff expenditures received after this date will be recorded as FY 2008/2009 transactions.	Friday, June 27, 2008	Elizabeth Williams at 6-5405
Direct pay requests/non-PO related payment requests: Valid requests for Direct Pay expenditures received after this date will be recorded as FY 2008/2009 transactions.	Friday, June 27, 2008	Elizabeth Williams at 6-5405
Payroll expenditure transfers: Payroll expenditure transfer requests must be received by this date.	Friday, June 20, 2008	Laurie Borello at 6-416
Payments for other Support Time Form 107-C: Payments received after this date for 107C contracts will be recorded in fiscal year 2008/2009	Friday, June 27, 2008	Jody Fisher at 6-1438
Budget Transfers: Requests for budget transfers must be received in the budget office by this date.	Friday, June 27, 2008	Janice Manzo at 6-2663