

State of California

Memorandum



**To :** Vice Presidents, Deans, Division Heads,  
University Departments

**Date** April 07, 2010

**File No.**

**From :** Rick Ramírez  
Associate Vice President for Finance

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**Subject:** 2009/2010 Fiscal Year-End Schedule of Deadlines for  
Financial Processes and Services

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This memo transmits the current fiscal year-end schedule of deadlines for University financial processes and services. The last page of the attachment summarizes the deadline dates and the Finance department contacts. A major objective of these cut-off dates is to ensure that the Cal Poly fiscal year-end financial reports are timely, accurate, and complete.

CSU and campus policies require compliance with rules and reviews before certain classes of procurements (e.g., software and information technologies) may be processed by the Contracts, Procurement, and Risk Management (CPRM) department. Please submit your purchase requirements early so that CPRM can act on your requisitions in a timely manner. Please call CPRM (ext. 6-2232) for assistance with this or any other procurement process.

The Finance Customer Connection website ([http://www.afd.calpoly.edu/customer\\_connection/](http://www.afd.calpoly.edu/customer_connection/)) is a single point of access for information about a variety of University financial processes. Your suggestions for improving this website are welcome (see the "Suggestions" hyperlink on the website).

Please distribute this memo within your areas as necessary. Thank you.

Attachments

# CONTRACTS, PROCUREMENT, AND RISK MANAGEMENT (CPRM)

## GENERAL INSTRUCTIONS

CPRM 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.**

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.
- **All invoices** for annual orders for services and/or goods purchased should be approved and received in Fiscal Services, Accounts Payable no later than **Thursday, June 24, 2010.** After these invoices are processed, remaining encumbrance 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 CPRM staff (extension 6-2232, Administration Building, Room 128).

|                     |   |
|---------------------|---|
| \$50,000 and Over   | Requisitions must be budget checked, approved, and all back-up received by <b>FRIDAY, APRIL 30, 2010.</b> |
| \$3,501 to \$49,999 | Requisitions must be budget checked, approved, and all back-up received by <b>FRIDAY, MAY 14, 2010.</b>   |
| \$3,500 or Less     | Requisitions must be budget checked, approved, and all back-up received by <b>FRIDAY, JUNE 04, 2010.</b>  |
| Change Orders       | All <b>change orders</b> must be received in CPRM by <b>FRIDAY, JUNE 04, 2010.</b>                        |

Purchase requisitions (including approval, budget check, and backup) 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 as time allows in the order received.

### 3. ANNUAL SERVICE/GOODS PURCHASE ORDERS

Annual service/goods purchase orders expire at fiscal year-end.

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 buyer and received no later than **Friday June 04, 2010**. CHANGES TO ANNUAL SERVICE/GOODS PURCHASE ORDERS RECEIVED AFTER THIS DATE WILL BE PROCESSED AS TIME ALLOWS. All approved invoices must be received in Fiscal Services, Accounts Payable by **Thursday, June 24, 2010**.

ALL remaining encumbrances for annual orders will be liquidated at that point. Invoices received after June 24 will be charged to next fiscal year.

#### **4. ALL CAMPUS CONTRACTS**

Campus Contracts have a billing cutoff date of **Friday, June 18, 2010**. 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 May 28, 2010 will be recorded in the current fiscal year. After May 28, charges will be recorded as next fiscal year transactions.
- OfficeMax charges through June 23, 2010 will be recorded in the current fiscal year. After June 23, charges will be recorded as next fiscal year transactions

#### **5. PROCUREMENT CREDIT CARD**

The P-Card will have a billing cutoff date of **Tuesday, June 22, 2010**. Any and all charges included in the bank statements through that date will be charged to the current fiscal year. All charges appearing on subsequent statements will be charged to the next fiscal year.

If your department does not currently have a P-Card, please call CPRM at extension 6-2232 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 for the fiscal year on **Friday, May 21, 2010**. Requests for chargeback services received after this date will be charged to the next fiscal year. Postage used (metered) after May 21 will be charged to the next fiscal year.

Recharges for Facility Services, Transportation Services, and Communication & Computing Services will be cut-off on **Friday, June 18, 2010**. Any recharges for these services received in Fiscal Services after June 18 will be charged to the next fiscal year.

Questions concerning chargeback processing should be directed to Val Maijala, Budget and Analytic Business Services (extension 6-1187, Administration Building Room 129).

#### **2. EXPENDITURE TRANSFERS, NON-PAYROLL**

Non-payroll expenditure transfers will be recorded in the current fiscal year if the services are completed and requests are received in Fiscal Services by **Friday, June 18, 2010**.

Expenditure transfer requests should be submitted to the following email address: [expendituretransfer@calpoly.edu](mailto:expendituretransfer@calpoly.edu)

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

### **3. PETTY CASH**

Petty cash transactions for the current fiscal year will be processed up to **4:30 p.m. Thursday, June 24, 2010**. Requests for petty cash reimbursement submitted after June 24 will be charged to the next fiscal year.

Questions regarding petty cash transactions should be directed to Brett Holman, Assistant Director, Student Financial Services (extension 6-7417, Administration Building Room 211).

### **4. STUDENT ASSISTANT AND COLLEGE WORK STUDY PAYROLL**

The last day to approve student time for June 2010 payroll is **Wednesday, June 16, 2010**. 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 Assistant Management."

Questions regarding employee payroll should be directed to Marc Benadiba, Assistant Director, Payroll and Payment Management (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 18, 2010**. 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 and no later than **Thursday, June 24, 2010**. Travel claims received after June 24 will be charged to next fiscal year.

Questions or concerns regarding these transactions should be directed to John Sullivan, Accounts Payable (extension 6-1717, 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 **Thursday, June 24, 2010** will be charged to the current fiscal year. Requests for payment received after June 24 will be charged to the next fiscal year.

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

### **7. DIRECT PAY REQUESTS: NON-PURCHASE ORDER PAYMENT REQUESTS**

Certain types of goods and services may be purchased without a Purchase Order ("Direct Pay"), if the disbursement does not exceed \$3,500. Valid requests for Direct Pay disbursements to vendors received in Accounts Payable by **Thursday, June 24, 2010**

will be charged to current fiscal year. Requests for payment received after June 24 will be charged to the next fiscal year.

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

**8. PAYROLL EXPENDITURE TRANSFERS**

Requests for payroll expenditure transfers for the current fiscal year must be received in Budget and Analytic Business Services by **Friday, June 18, 2010**.

Questions concerning payroll expenditure transfers should be directed to Laurie Borello, Budget and Analytic Business Services (extension 6-6416, Administration Building Room 129).

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

Payments by the Cal Poly Corporation related to Academic Personnel Form 107C transactions will be posted in the current fiscal year if payment is received by the State Cashier's deadline of **Tuesday, June 29, 2010**. Payments received after June 30, for Form 107C transactions will be recorded in next fiscal year.

Questions concerning Form 107C contract payments should be directed to Jody Fisher, Accounts Receivable (extension 6-1438, Administration Building Room 106).

**10. REQUESTS FOR BUDGET TRANSFERS**

Questions regarding requests for budget transfers should be directed to Janice Manzo, Budget and Analytic Business Services (extension 6-2663, Administration Building Room 129).

Requests to *revise* any current fiscal year budgets should be submitted as soon as possible after receipt of **May 2010** financial reports, but no later than **Thursday, June 24, 2010**.

**CAL POLY**

**SUMMARY OF YEAR-END FINANCIAL DEADLINES FOR FY 2009/2010**

| <b>Purchases (call CPRM 6-2232)</b>  |   | <b>Deadline</b>  |
|--|---|--|
| \$50,000 and over  | Requisitions must be approved, budget checked, and all back-up received by this date. | Friday, April 30, 2010   |
| \$3,501 to \$49,999  | Requisitions must be approved, budget checked, and all back-up received by this date. | Friday, May 14, 2010   |
| \$3,500 or less  | Requisitions must be approved, budget checked, and all back-up received by this date. | Friday, June 4, 2010   |
| Change Orders  | All change orders must be received in CPRM by this date.                              | Friday, June 4, 2010   |
| P-Card. Charges recorded on billing statements after June 22, will be processed as next fiscal year transactions.  |   | Tuesday, June 22, 2010<br>(Billing Cycle)  |
| Campus Contracts <i>invoiced after</i> June 18, 2010, will be recorded as next fiscal year transactions.<br><u>EXCEPTIONS:</u><br>Cal Poly Corporation charges through May 28 will be recorded in current fiscal year. After May 28, charges will be recorded as next fiscal year transactions.<br>OfficeMax charges through June 23 will be recorded in the current fiscal year. After June 23 <sup>rd</sup> , charges will be recorded as next fiscal year transactions. |   | Friday, June 18, 2010<br><br>(Exceptions:<br>Cal Poly Corp<br>Friday, May 28, 2010;<br>Office Max, Wednesday, June 23, 2010) |

| <b>Fiscal Services</b>   | <b>Deadline</b>             | <b>Contact</b>                    |
|--|-----------------------------|-----------------------------------|
| <b>General Chargebacks:</b> 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 21, will be processed as next fiscal year transactions. | Friday,<br>May 21, 2010     | Val Maijala<br>Ext. 6-1187        |
| <b>Other chargebacks:</b> The following chargebacks have a later cut-off date: Facility Services, Transportation, and Communication & Computing Services.  | Friday,<br>June 18, 2010    | Val Maijala<br>Ext. 6-1187        |
| <b>Expenditure transfers, non-payroll:</b> Requests for expenditure transfers 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.                               | Friday,<br>June 18, 2010    | Jody Fisher<br>Ext. 6-1438        |
| <b>Petty cash:</b> Petty cash transactions processed after 4:30 PM on this date will be charged to next fiscal year.   | Thursday,<br>June 24, 2010  | Brett Holman<br>Ext. 6-7417       |
| <b>Student Assistant and College Work-Study Payrolls:</b> For June 2010 payroll, student time must be approved on-line ( <a href="https://my.calpoly.edu">https://my.calpoly.edu</a> ) by this date.   | Wednesday,<br>June 16, 2010 | Marc Benadiba<br>Ext. 6-2605      |
| <b>Travel approval requests (Form 1A):</b> Travel requests for trips taken in <b>June, 2010</b> need to be received in Fiscal Services (Accounts Payable) by this date.  | Friday,<br>June 18, 2010    | John Sullivan<br>Ext. 6-1717      |
| <b>Travel expense claims (Form 262A):</b> Claims for trips taken in <b>June, 2010</b> 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 June 24, will be charged to next fiscal year.  | Thursday,<br>June 24, 2010  | John Sullivan<br>Ext. 6-1717      |
| <b>Staff reimbursement requests:</b> Valid requests for reimbursement of staff expenditures received after this date will be recorded as next fiscal year transactions.  | Thursday,<br>June 24, 2010  | Elizabeth Williams<br>Ext. 6-5405 |
| <b>Direct Pay requests (non-PO disbursements):</b> Valid requests for Direct Pay expenditures received after this date will be recorded as next fiscal year transactions.  | Thursday,<br>June 24, 2010  | Elizabeth Williams<br>Ext. 6-5405 |
| <b>Payroll expenditure transfers:</b> Payroll expenditure transfer requests must be received by this date.   | Friday,<br>June 18, 2010    | Laurie Borello<br>Ext. 6-6416     |
| <b>Payments for other Support Time Form 107C:</b> Payments received after this date for 107C contracts will be recorded in next fiscal year.   | Tuesday,<br>June 29, 2010   | Jody Fisher<br>Ext. 6-1438        |
| <b>Budget Transfers:</b> Requests for budget transfers must be received in Budget and Analytic Business Services by this date.   | Thursday,<br>June 24, 2010  | Janice Manzo<br>Ext. 6-2663       |