

**State of California**

**M e m o r a n d u m**

**CAL POLY**  
SAN LUIS OBISPO  
CA 93407

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

**Date** April 03, 2009

**File No.**

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

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**Subject:** 2008/2009 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 is a 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 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 and please use the Procurement Card (P-Card) for allowed low value purchases. If your department does not have a P-Card, please contact 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 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 processed as time allows **and after any requisitions received by the established deadlines**. The CPRM staff is available to advise requestors on expeditious handling of orders to meet their needs for the current fiscal year.

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.** In order to avoid delays in processing, requisitions should be submitted as soon as possible. The minimum requirements for submissions are identified later in this memo.
- **All invoices** for annual orders for services and/or goods purchased should be approved and received in Fiscal Services, Accounts Payable no later than **Friday, June 26, 2009**. After these invoices are processed, any remaining encumbrance amounts for 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 (Administration Building, Room 128; **extension 6-2232**).

\$50,000 and Over	Requisitions must be budget checked, approved, and all back-up received by <b>FRIDAY, MAY 01, 2009</b> .
\$3,501 to \$49,999	Requisitions must be budget checked, approved, and all back-up received by <b>FRIDAY, MAY 15, 2009</b> .
\$3,500 or Less	Requisitions must be budget checked, approved, and all back-up received by <b>FRIDAY, JUNE 05, 2009</b> .
Change Orders	All <b>change orders</b> must be received in CPRM by <b>FRIDAY, JUNE 05, 2009</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 05, 2009**. 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 **Friday, June 26, 2009**.

ALL remaining encumbrances for annual orders will be liquidated at that point. Any invoices received after June 26, 2009 will be charged to next fiscal year.

4. **ALL CAMPUS CONTRACTS**

Campus Contracts have a billing cutoff date of **Friday, June 19, 2009**. Items to be charged to the current fiscal year need to be ordered and invoiced in time to appear on this billing statement.

**EXCLUSIONS:**

- Cal Poly Corporation charges through May 29, 2009 will be recorded in the current fiscal year. After May 29, charges will be recorded as next fiscal year transactions.
- OfficeMax charges through June 24<sup>th</sup> will be recorded in the current fiscal year. After June 24, charges will be recorded as next fiscal year transactions

5. **PROCUREMENT CREDIT CARD**

The P-Card will have a billing cutoff date of **Monday, June 22, 2009**. 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 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 22, 2009**. Requests for chargeback services received after this date will be charged to the next fiscal year. Postage used (metered) after that date 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 19, 2009**. Any recharges for these services received in Fiscal Services after this date will be charged to the next fiscal year.

Questions concerning chargeback processing should be directed to Nancy Reynolds, Assistant Director, Fiscal Services (extension 6-1429; 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 the paperwork is received in Fiscal Services by **Friday, June 19, 2009**. Expenditure transfer requests may be submitted using either the electronic or manual form.

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. Tuesday, June 30, 2009**. Requests for petty cash reimbursement submitted after that deadline 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 2009 payroll is **Wednesday, June 17, 2009**. 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 (extension 6-2605, Administration Building Room 107).

### 5. TRAVEL

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 26, 2009**. Travel claims received after this date will be charged to next fiscal year.

Questions or concerns regarding these transactions should be directed to John Sullivan, Accounts Payable, Fiscal Services Department, at 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 **Friday, June 26, 2009** will be charged to current fiscal year. Requests for payment received **after** that date 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 **Friday, June 26, 2009** will be charged to current fiscal year. Requests for payment received **after** that date will be charged to the next fiscal year.

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 the current fiscal year must be received in the Budget and Analytic Business Services Department by **Friday, June 19, 2009**.

Questions concerning payroll expenditure transfers should be directed to Laurie Borello, Budget and Analytic Business Services (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 current fiscal year if payment is received by the State Cashier's deadline of **Tuesday, June 30, 2009**. Payments received after this date 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 Department (extension 6-2663; Administration Building, Room 122).

Requests to *revise* any current fiscal year budgets should be submitted as soon as possible after receipt of **May 2009** financial reports, but no later than **Friday, June 26, 2009**.

**CAL POLY**

**SUMMARY OF YEAR-END FINANCIAL DEADLINES FOR FY 2008/2009**

<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, May 01, 2009
\$3,501 to \$49,999	Requisitions must be approved, budget checked, and all back-up received by this date.	Friday, May 15, 2009
\$3,500 or less	Requisitions must be approved, budget checked, and all back-up received by this date.	Friday, June 05, 2009
Change Orders	All change orders must be received in CPRM by this date.	Friday, June 05, 2009
P-Card. Charges recorded on billing statements after this date will be processed as next fiscal year transactions.		Monday, June 22, 2009 (Billing Cycle)
Campus Contracts <i>invoiced after</i> June 19, 2009, will be recorded as next fiscal year transactions. <u>EXCEPTIONS:</u> Cal Poly Corporation charges through May 29 will be recorded in current fiscal year. After May 29, charges will be recorded as next fiscal year transactions. OfficeMax charges through June 24 will be recorded in the current fiscal year. After June 24, charges will be recorded as next fiscal year transactions.		Friday, June 19, 2009  (Exceptions: Cal Poly Corp Friday, May 29, 2009; Office Max, Wednesday, June 24, 2009)

<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 23, 2009 will be processed as next fiscal year transactions.	Friday, May 22, 2009	Nancy Reynolds Ext. 6-1429
<b>Other chargebacks:</b> The following chargebacks have a later cut-off date: Facility Services, Transportation, and Communication & Computing Services.	Friday, June 19, 2009	Nancy Reynolds Ext. 6-1429
<b>Expenditure transfers, non-payroll:</b> 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 next fiscal year transactions.	Friday, June 19, 2009	Jody Fisher 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.	Tuesday, June 30, 2009	Brett Holman Ext. 6-7417
<b>Student Assistant and College Work-Study Payrolls:</b> For June 2009 payroll, student time must be approved on-line ( <a href="https://my.calpoly.edu">https://my.calpoly.edu</a> ) by this date.	Wednesday, June 17, 2009	Marc Benadiba Ext. 6-2605
<b>Travel approval requests (Form 1A):</b> Travel requests for trips taken in <b>June, 2009</b> need to be received in Fiscal Services (Accounts Payable) by this date.	Friday, June 19, 2009	John Sullivan Ext. 6-1717
<b>Travel expense claims (Form 262A):</b> Claims for trips taken in <b>June, 2009</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 this date will be charged to next fiscal year.	Friday, June 26, 2009	John Sullivan 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.	Friday, June 26, 2009	Elizabeth Williams 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.	Friday, June 26, 2009	Elizabeth Williams Ext. 6-5405
<b>Payroll expenditure transfers:</b> Payroll expenditure transfer requests must be received by this date.	Friday, June 19, 2009	Laurie Borello 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, June 30, 2009	Jody Fisher Ext. 6-1438
<b>Budget Transfers:</b> Requests for budget transfers must be received in the budget office by this date.	Friday, June 26, 2009	Janice Manzo Ext. 6-2663