

FISCAL YEAR 2023 YEAR-END CLOSE CALENDAR

Current Fiscal Year: 2023(07/01/2023 to 06/30/2024) New Fiscal Year: 2024 (07/01/2024 to 06/30/2025)

DEADLINES		TRANSACTION TYPE	DESCRIPTION	DEPT/LOC	CONTACTS	EXT	EMAIL/DL
Tuesday, March 19, 2024	1:30 PM	Year-End Close Training	An overview of the fiscal year-end close regulations, timelines and reporting requirements presented by representatives from the processing units will be offered via Zoom. https://fullerton.zoom.us/j/87689839567?from=addon		Lynn Gañac Justin Chan	8474 8371	ASFR@fullerton.edu
Friday, April 5, 2024	5:00 PM	Purchase Requisitions	Current FY purchase requisitions \$100,000 and above (which require formal bidding) must be received by Contracts and Procurement.	Contracts & Procurement/ CP-300	Alex Rosales	4503	DL-C_and_P@fullerton.edu
Friday, May 10, 2024	5:00 PM	Purchase Requisitions & Change Orders	Current FY purchase requisitions less than \$100,000 and all change orders must be received by Contracts & Procurement.	Contracts & Procurement/ CP-300	Alex Rosales	4503	DL-C_and_P@fullerton.edu
Monday, May 13, 2024	7:00 AM	Purchase Requisitions - New Fiscal Year	New FY purchase requisitions can be entered in CFS where they will remain on hold until all current FY requisitions are processed. New FY requisitions entered prior to this date will be cancelled by Contracts and Procurement.	Contracts & Procurement/ CP-300	Alex Rosales	4503	DL-C_and_P@fullerton.edu
Friday, May 17, 2024	5:00 PM	Payroll Adjustments, Changes, Pay, Special Consultant Pay, Hire Forms	All payroll-related pay, adjustments, and changes for the time period prior to May 17, 2024 must be turned in by this date to be reflected as a current year expenditure.	Payroll Services/ CP-700	Antoinette Roberts Cassandra Granillo	2066 4285	Payroll@fullerton.edu
Friday, May 24, 2024	5:00 PM	Direct Expense	Submit check request forms for payments to be issued on or prior to Thursday, June 6, 2024. Continue to submit completed check request forms so they can be appropriately obligated in CFS and campus financial statements.	Accounts Payable/ CP-300	Kathleen Cariaga	3339	AP@fullerton.edu
Friday, May 24, 2024	5:00 PM	Invoices	Submit all approved invoices for current FY to Accounts Payable for payments to be issued on or prior to Thursday, June 6, 2024. Invoices received after this date, payments may be issued after the first check run in the new FY. Continue to submit current FY approved invoices ASAP or prior to Friday, June 28, 2024 so they can be appropriately obligated in CFS and campus financial statements.	Accounts Payable/ CP-300	Kathleen Cariaga	3339	AP@fullerton.edu
Friday, May 24, 2024	5:00 PM	Travel Expense Claims (Paper Claims for Student Business Travel Only - all employee travel expense claims will be processed through Concur)	Approved Travel Expense Claims with receipts/supporting documentation received on or prior to the deadline date may receive reimbursement on or prior to Thursday, June 6, 2024. For travel occurring in June 2024 submit the approved Travel Expense Claim with the appropriate receipts/documentation within 5 business days of completion of the trip. Continue to submit the approved travel expense claims ASAP so that expenses can be obligated in CFS and campus financial statements.	Travel Operations/ CP-300	Zarita Moore	3543	Travel@fullerton.edu
Friday, May 31, 2024	5:00 PM	Travel Request (Paper Travel Requests for Student Business Travel Only - all employee travel requests should be processed through Concur)	Last day to submit approved travel requests with the appropriate documentation for travel dates between June 1 - June 30, 2024. A list of open paper travel requests will be provided to the Provost Office on Friday, April 26, 2024. An updated open Travel Request listing will be provided in June. Travel Operations will start assigning travel document numbers for the new FY.	Travel Operations/ CP-300	Zarita Moore	3543	Travel@fullerton.edu
Tuesday, June 4, 2024	5:00 PM	Payroll Expense Transfers	The deadline for submission of Payroll Expense Transfer Forms to Budget Operations in order to be reflected in current FY.	Resource Planning & Budget/ CP-300	Joe Lipnisky Oliver Ravela	7392 5383	Budget@fullerton.edu
Friday, June 21, 2024	5:00 PM	Staples	All goods shipped on or before Thursday, June 20, 2024 will be expensed to the current FY. Goods that are shipped on or after Friday, June 21, 2024 will be expensed to the new FY.	Contracts & Procurement/ CP-300	Nikki Algarin Chavarria	3732	Ebusiness@fullerton.edu
Friday, June 21, 2024	5:00 PM	Procurement Card	Last day to make a purchase with your procurement card to ensure that transactions are posted in the current FY.	Contracts & Procurement/ CP-300	Nikki Algarin Chavarria	3732	Ebusiness@fullerton.edu
Thursday, June 6, 2024	12:00 PM	Last AP Check Run	Last current FY Accounts Payable check run distribution.	Accounts Payable/ CP-300	Kathleen Cariaga	3339	AP@fullerton.edu
Friday, June 7, 2024	12:00 PM	Budget Transfers	The deadline for submission of online budget transfer requests is 12:00 PM on Friday, June 7, 2024. Divisional Financial Managers can expect to see their respective FY 2023 Baseline Budgets as of year end June 30, 2023 loaded into CFS and OBIEE by July 31, 2024. Any changes may be submitted on a BTR for processing in August 2024.	Resource Planning & Budget/ CP-300	Joe Lipnisky Jennifer Chung	7392 3634	Budget@fullerton.edu
Friday, June 28, 2024	12:00 PM	Deposit or Reimbursement to University Account	Submit checks for deposit to the Cashier's Office by 12:00 PM.	Cashiers/GH-180	Joyce Cross Diana Janzen	3656 4248	Cashiers@fullerton.edu
Friday, June 28, 2024	12:00 PM	Petty Cash	Petty cash transactions (approved Disbursement Voucher) should be submitted to the Cashiers Office by 12:00 PM.	Cashiers/GH-180	Joyce Cross Diana Janzen	3656 4248	Cashiers@fullerton.edu
Friday, June 28, 2024	4:00 PM	Receipt of Goods	Departments are reminded that all orders are to be delivered to Central Receiving. However, should an order be delivered directly to your department, Receiving must be notified immediately. Send an e-mail to Annie Ekshian in Receiving so the receipt can be appropriately recorded in CFS. Also please e-mail Contracts & Procurement if goods are to be returned to the vendor (i.e., incorrect/defective merchandise). The deadline to notify Receiving is 4:00 PM.	Central Receiving/ T-1100	Annie Ekshian	7189	Aekshian@fullerton.edu
Friday, June 28, 2024	5:00 PM	Billing Request / Request for Invoice (RFI)	Requests for miscellaneous billing for current fiscal year must be received by Accounting Services & Financial Reporting (ASFR).	ASFR/ CP-300	Lynn Gañac Winnie Lin	8474 4246	ASFR@fullerton.edu

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Tuesday, July 2, 2024	5:00 PM	Expenditure Transfer Request (ETR), Non-Payroll	Submit electronic Expenditure Transfer Request forms (Non-Payroll) with backup documentation to Accounting Services & Financial Reporting (ASFR)	ASFR/ CP-300	Lynn Gañac Justin Chan	8474 8371 ASFR@fullerton.edu

FORMS:

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[Resource Planning & Budget](#)