Cal Poly Humboldt.

Fiscal Year 2022/2023 Critical Year-End Date Memo

Campus, Foundation, Sponsored Programs Foundation and Associated Students

Documents must be received by the Critical Year-End Date Herein

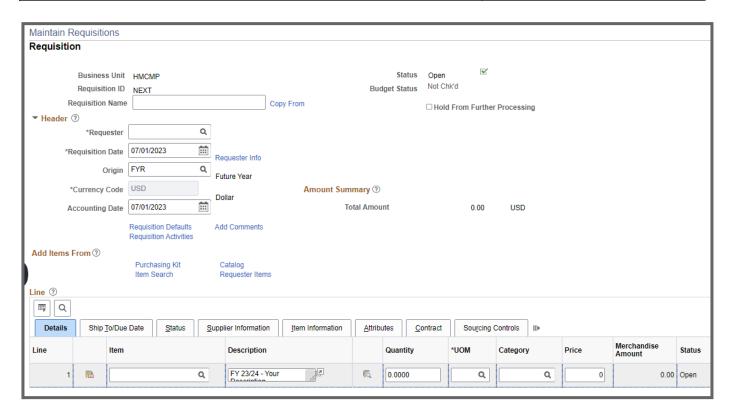| **Accounts Payable** contact: accountspayable@humboldt.edu Migration of submitted docs from EDM Group to CSUBuy takes 3 days.	
Description	**Critical Year-End Dates**
Payment Request Forms (Direct Pay, Hospitality, Guest Lecturer, Employee Recruitment, etc.) with appropriate attachments/approvals	May 31, 2023
Accounts Payable Change Requests	May 22, 2023
Invoices against current year BLANKET Purchase Orders	May 31, 2023
ProCard charges appearing on June Statement will post by June 30 Charges incurred after these dates will be expensed in 2023-24. Items charged close to the last day of statement period may not be included in the current fiscal year. Posting date is dependent on the suppliers' processing dates.	June 15, 2023
ProCard June Reconciliations due to Accounts Payable by 10AM	June 23, 2023
[Travel](#) Travel that has been completed by the last day of the fiscal year, but not submitted on an Expense Report, will be encumbered for the following fiscal year if it has an associated Request in Concur. An accrual will be made for any Concur travel that has taken place in the current fiscal year, but has not been expensed in Concur.	June 2, 2023

Procurement contact: procure@humboldt.edu	
Description	**Critical Year-End Dates**
Requisitions **over** $50,000 must be approved and budget checked	April 21, 2023
Requisitions **under** $50,000 must be approved and budget checked	June 9, 2023
Blanket Orders & Service Orders final day to purchase against commodity blanket orders and non-scheduled service blank orders.	May 22, 2023
Purchase Order Change Requests	June 2, 2023
Begin Entering 2023/2024 Requisitions	May 1, 2023

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All Blanket Purchase/Service Orders will be closed, no exceptions	June 27, 2023
ITAR All computer hardware and software purchases need a review for supportability unless they are pre-approved; many also need accessibility and/or security reviews. Go to this page to submit a request: https://hum.link/itar. The amount of time the review takes will depend on the complexity of the acquisition. Please estimate between 2 and 6 weeks for approval.	April 21, 2023

Maintain Requisitions
Requisition

Business Unit HMCMP	Status Open
Requisition ID NEXT	Budget Status Not Chk'd
Requisition Name	Copy From
	☐ Hold From Further Processing

▼ Header ⑦

*Requester

*Requisition Date 07/01/2023   Requester Info

Origin FYR   Future Year

*Currency Code USD   Dollar   **Amount Summary** ⑦

Accounting Date 07/01/2023   Total Amount   0.00   USD

Requisition Defaults   Add Comments
Requisition Activities

Add Items From ⑦

Purchasing Kit   Catalog
Item Search   Requester Items

Line ⑦

| Details | Ship To/Due Date | Status | Supplier Information | Item Information | Attributes | Contract | Sourcing Controls ‖▶ |

Line	Item	Description	Quantity	*UOM	Category	Price	Merchandise Amount	Status
1		FY 23/24 - Your Description	0.0000			0	0.00	Open

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Payroll contact: payroll@humboldt.edu	
Description	**Critical Year-End Dates**
Payroll Expenditure Adjustments	May 1, 2023
College Work Study Vouchers	May 17, 2023
ALL payroll documentation for appointments and separations for 2022/2023	June 9, 2023

Accounting contact: accounting@humboldt.edu	
Description	**Critical Year-End Dates**
Non-payroll expenditure/cash transfers	June 16, 2023
Invoicing Request (Any billings for activity prior to 7/1/2022 will **NOT** be processed)	June 9, 2023
Claims processing-realignment of project funding sources for processing of claims	May 16, 2023
Analysis and reclassifications related to reverting project funds	May 16, 2023

Budget contact: budget@humboldt.edu	
Description	**Critical Year-End Dates**
Budget transfers (HMCMP only)	May 31, 2023

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Facilities	
https://facilitymgmt.humboldt.edu/	
Description	**Critical Year-End Dates**
Work order prioritization and indication of work requests no longer needed	May 5, 2023
Submission of any billable work order requests for completion/billing in FY22/23, including furniture purchase requests for approval.	May 5, 2023