

Financial Services

TO:	All campus departments All auxiliaries including Sponsored Programs Foundation, Foundation and Associated Students
FROM:	Sarah Long, University Controller
DATE:	March 08, 2024
RE:	2023-2024 Fiscal Year End Deadlines

In preparation for the close of the fiscal year ending June 30, 2024, the following deadlines have been established to ensure timely review and submission of items and processes critical to closing the fiscal year. Carefully review the deadlines outlined below as they may have an impact on departmental planning and may differ from those in previous years. It is essential that departments supply the necessary information outlined below by close of business (5PM), unless specifically stated otherwise. Late transactions or documents received after the deadlines or with missing information may not be processed by Friday, June 28, 2024, and therefore will be charged to fiscal year 2024-25 budgets. We encourage all campus departments and auxiliary partners to set calendar reminders for key deadlines that pertain to your areas.

As a reminder, unspent budget at year end within the University Operating Fund (HM500) is subject to the [University Operating Fund Roll Forward Guidelines](#). IRA Committee (TO140) and AS (AS100) allocations are one-time funding and do not roll forward. They are expected to be spent in the year they are allocated to the department.

Monday, March 18th **Requisitions/POs > \$100,000:** Deadline for approved requisitions/POs to Contracts & Procurement for commodities and services intended for fiscal year 2023-24. Formal bids are required for the procurement of commodities and services that exceed \$100,000; and \$15,000 for public works (a formal bid is estimated to take three to five months from RFP development to contract commencement). Requisitions received after this date will be processed in fiscal year 2024-25.

Monday, April 8th **Facilities Work Orders:** Deadline for departments to provide guidance on existing work order prioritization and to request closure of work requests that are no longer needed.



- Monday, April 22nd **IT Purchasing (ITAR):** All computer hardware and software purchases require a review for supportability unless they are pre-approved; many also require accessibility and/or security reviews. Go to [this page](#) to submit a request. The amount of time the review takes will depend on the complexity of the acquisition. Please estimate between 2 and 6 weeks for approval.
- Wednesday, May 1st **Requisitions/POs for 2024-25:** First day to enter fiscal year 2024-25 requisitions into PeopleSoft CFS for processing by Contracts & Procurement. Requisitions/POs entered for fiscal year 2024-25 will not be sent to vendors or encumbered until July 2024.
- Wednesday, May 1st **Payroll Expenditure Adjustments:** Deadline to submit any and all payroll chartfield adjustments for any hourly or salaried payroll expenses that were charged to the incorrect funds, departments, programs or class codes.
- Friday, May 3rd **Facilities Work Orders:** Deadline for submission of any new billable work order requests for completion/billing in fiscal year 2023-24, including furniture purchase requests for approval. Facilities maintenance and project based work for Summer 2024 has already been scheduled.
- Wednesday, May 15th **College Work Study Vouchers:** Deadline for approval of all time. Please note that the last day for all students working under the Federal work study funds is May 11th.
- Wednesday, May 22nd **Accounts Payable Change Requests:** Final day to submit [change requests](#) for chartfield string changes or corrections to Accounts Payable.
- Friday, May 24th **Blanket Purchase/Service Orders:** Final day to purchase against blanket commodity and service orders to have the payment reflected in fiscal year 2023-24. However, if the invoice is received after June 15th, then the payment will not be reflected in fiscal year 2023-24.
- Friday, May 31st **Budget Transfers:** (HMCMP - Campus business unit only). Deadline for budget transfers to be promoted in Questica to the University Budget Office for posting in fiscal year 2023-24. VP approval is required for any transfers moving funding out

of salary accounts or into restricted program codes RR001, RR002, or P0341 and this approval must be attached to the budget transfer in Qwestica.

Friday, May 31st

Payment Deadline (Invoices, Direct Pay, Reimbursements): Final day to submit documents for payment to Accounts Payable for guaranteed inclusion in the final payment cycle scheduled for Thursday, June 27th. This includes invoices, direct pay requests, guest lecturer pay requests, employee non-travel reimbursement claims, etc. Items received after this date may not be captured in fiscal year 2023-24 and, as a result, will hit your fiscal year 2024-25 budget.

Reminders: A completed [Form 204](#) must be included for new vendors. Items received with incorrect or missing information may not be processed. Please allow 3 business days for migration of submitted documents from humboldt.invoices@trustflows.com to CSUBuy.

Friday, May 31st

Concur Travel Expense Reports: Deadline for all travel Expense Reports to be submitted and approved in Concur for all business related travel occurring through May 15, 2024, to ensure posting in the current fiscal year 2023-24. Expense Reports received with errors, missing invoices, needing exception form approvals, etc. may not be captured in fiscal year 2023-24. Expense Reports submitted and approved after May 31, 2024 may be charged to fiscal year 2024-25 budgets. **Travel spanning fiscal years**, submit only one Expense Report for the entire trip after the trip is completed.

Monday, June 3rd

PO Change Requests: Deadline for submission of purchase order change requests to Contracts & Procurement for changes to be reflected in fiscal year 2023-24.

Monday, June 3rd

Special Consultant Payment Request: Deadline to submit all fiscal year 2023-24 Special Consultant Requests and corresponding time vouchers for inclusion in fiscal year 2023-24.

Friday, June 7th

Concur Travel Requests: Deadline for submission and approval of all Travel Requests for travel occurring through June 30, 2024 for inclusion in fiscal year 2023-24. Travel Requests received after this date will hit your fiscal year 2024-25 budget.

- Monday, June 10th **Requisitions/POs < \$100,000:** Deadline for approved requisitions/POs to Contracts & Procurement for commodities and services intended for fiscal year 2023-24. Requisitions received after this date may be processed in fiscal year 2024-25.
- Reminder:** Three quotes are required for the procurement of commodities and services \$50,000 - \$100,000; and \$5,000 - \$15,000 for public works.
- Monday, June 10th **ALL payroll documentation for appointments and separations for Fiscal Year 2023-2024:** Any and all recruitment and onboarding paperwork for appointments beginning in the June pay period must be completed. Please work with your HR Generalist to make sure that you are hitting these targets when initiating a recruitment that will have an onboarding date in June of 2024.
- Monday, June 10th **Facilities Work Orders:** All billable work performed in fiscal year 2023-24 will be billed out on or before the June 10, 2024 billing request deadline. If facilities jobs are only partially complete, all costs accrued to date will be included in this billing, and the remainder of the work will be completed/billed in fiscal year 2024-25.
- Monday, June 10th **Billing Requests:** Deadline to submit a request for billing to Accounts Receivable for fiscal year 2023-24. Any billing requests for activity prior to 7/1/2023 will not be processed.
- Friday, June 14th **AP Invoices with Blanket Purchase Order:** Final day to submit all invoices against current year Blanket Purchase Orders.
- Monday, June 17th **Purchase Orders with no Future Invoice:** Deadline to notify Contracts & Procurement of any POs that can be closed, only if you are not expecting future invoices.
- Monday, June 17th **ProCards:** All state procurement card transactions appearing on the June 17th statement will be posted by June 28, 2024. Charges incurred after this date will be expensed in fiscal year 2024-25. If a purchase has not been posted by the vendor to your US BANK Account Activities Report by this date, it will be charged to fiscal year 2024-25. Posting date is dependent on the suppliers' processing dates.

- Monday, June 17th **Non-payroll expenditure/cash transfers:** Deadline to submit expenditure reclassification requests for inclusion in fiscal year 2023-24. Requests related to June 2024 transactions will take priority over prior month activity reclassification requests. Reclassification requests for activity between July 1, 2023 and May 31, 2024, are not guaranteed to be processed in fiscal year 2023-24 as those should be actively managed throughout the year.
- Monday, June 24th **ProCard Reconciliations:** Reconciliations are due to Accounts Payable by 10AM. If not received by this deadline, charges will be applied to the default chartfield string and your card may be turned off.
- Wednesday, June 26th **Closing of Blanket Purchase/Service Orders:** All blanket purchase/ service orders will be closed, no exceptions.
- Thursday, June 27th **Fiscal Year 2023-24 Final Payment Run:** Final payment cycle (Electronic and Check) for fiscal year 2023-24.
- Friday, June 28th **Deposits:** Deadline to submit deposits to the Cashier's Office by 12PM in order to be included in fiscal year 2023-24.
- Friday, June 28th **Fiscal Year 2023-24 closes for all subsystem activity.**
- Tuesday, July 2nd **Fiscal Year 2024-25 First Payment Run:** First payment cycle for electronic and check payments for fiscal year 2024-25.

If you have any questions regarding this information, please direct your questions to the following contacts:

<u>Unit</u>	<u>Email/Website</u>	<u>Extension</u>
Accounting	accounting@humboldt.edu https://financialservices.humboldt.edu/accounting	4035
Accounts Payable	accountspayable@humboldt.edu https://financialservices.humboldt.edu/accounts-payable	3512
Accounts Receivable	accountsreceivable@humboldt.edu https://financialservices.humboldt.edu/accounts-receivable-billing	5793
Budget	budget@humboldt.edu https://budget.humboldt.edu/	5747
Cashiers	cash@humboldt.edu https://studentfinancialservices.humboldt.edu/cashiers-office	6789
Facilities	fmservice@humboldt.edu https://facilitymgmt.humboldt.edu/	3646
Payroll	payroll@humboldt.edu https://payroll.humboldt.edu/	4912
Procurement	procurement@humboldt.edu https://procurement.humboldt.edu/contracts-procurement	3312
SPF Accounts Receivable	spf-billing@humboldt.edu https://financialservices.humboldt.edu/accounts-receivable-billing	4035
SPF Accounting	spf-accounting@humboldt.edu https://financialservices.humboldt.edu/accounting	4278
Student Accounts	cash@humboldt.edu https://studentfinancialservices.humboldt.edu/student-accounts	4407
Travel	travel@humboldt.edu https://financialservices.humboldt.edu/travel	3512

