

Check Run/ACH disbursement schedule:

FY 23/24

Thursday, June 6 & 13

FY 24/25

Friday, July 5 (due to holiday)

Thursday, July 11 (resume normal schedule)

FY 23/24 YEAR END CAMPUS SCHEDULE

Date	Last Day for Submission of:	Contact
Mon, March 4	Formal bid request over \$100,000.	procurement@csumb.edu
Tue, April 2	Purchase Requisitions for goods or services over \$50,000.	procurement@csumb.edu
Mon, April 8	Payroll Adjustments through March.	budget_office@csumb.edu
Wed, May 1	Year-End Fiscal Closing Forum 2 pm – 4 pm.	university-accounting@csumb.edu
Wed, May 8	Payroll Adjustments through April.	budget_office@csumb.edu
Fri, May 24	Expend YTD Student fees.	budget_office@csumb.edu
Mon, Jun 10	Noon deadline to submit IFT requests to be paid by CO or other CSU campuses (e.g., travel reimbursements and other chargebacks).	accounts-receivable-non-student@csumb.edu
Mon, Jun 10	Submit budget transfers (base/fiscal).	budget_office@csumb.edu
Mon, Jun 10	Payroll Adjustments through May.	budget_office@csumb.edu
Mon, Jun 10	Submit purchase requisitions for goods and services under \$50,000 or request alterations to POs.	procurement@csumb.edu
Thur, Jun 13	Last day to use ProCard to be posted in FY 23/24.	procard@csumb.edu
Fri, June 14	Identify ' Keep Open PO List ' Campus Departments to verify the validity of outstanding encumbrances and work with Procurement to close any POs that are no longer valid. Note: This is an ongoing task all year, but critical at year end.	procurement@csumb.edu
Fri, Jun 21	Noon deadline for ProCard reconciliation within CFS (update default chartfields).	procard@csumb.edu
Tue, Jun 25	Payment requests due to A/P for FY 23/24.	accounts_payable@csumb.edu
Tue, Jun 25	UCorp deposits due to Cashier's Office to be reflected in FY 23/24 (Cashier hours: 1:30-4:30 p.m.).	cashiers_office@csumb.edu
Wed, Jun 26	First day to enter purchase requisitions for FY 24/25.	procurement@csumb.edu
Thur, Jun 27	Noon deadline to submit financial corrections (expense/revenue transfers).	university-accounting@csumb.edu
Thur, Jun 27	4:30PM deposits due to Cashier's Office (Cashier hours: 1:30-4:30 p.m. Tuesdays and Thursdays).	cashiers_office@csumb.edu
Fri, Jun 28	Noon deadline to submit all packing slips to Shipping & Receiving Dept.	Shipping & Receiving (FMD)
Fri, Jun 28	5PM deadline to submit invoices for first check run in FY 24/25.	accounts_payable@csumb.edu
Tue, Jul 2	5pm deadline to request manual accrual.	university-accounting@csumb.edu
Mon, Jul 8	Legal CLOSE of FY 23/24 General Ledgers.	