


BUSINESS AFFAIRS MEMORANDUM 2020-01

TO: All Departments 
FROM: Paul Forte, Vice Chancellor for Business Affairs
DATE: May 13, 2020
REFERENCE: CLOSING DATES FOR FISCAL YEAR 2019-20

Departments must adhere to the following mandatory year-end deadlines in order to ensure that purchases and other expenses are paid from current year's funds:

PURCHASING

- **4/30:** Yo-Mart Purchase Requests > \$5,000 (*these are for orders that require bidding*)
- **5/15:** Remaining Yo-Mart Purchase Requests (*items to be paid in FY20 and do not require bidding*)
- **5/29:** Must pay FY20 State Fund PO's by month-end

PURCHASING CARD

- **6/15:** Payment of Purchasing Card Statement
- **6/18:** On-line reconciliations must be completed
- **6/19:** On-line approvals must be completed by 5:00 pm

REVISIONS & TRANSFERS

- **6/5:** Requests for Budget Revisions **due to Budget Office (General Fund)**
- **6/15:** Journal Entries and Expenditure Transfers **due to Controller's Office**
- **6/15:** Wire transfers (*Due to State Treasurers Office teleworking, wires submitted by this date may be processed in July*)
- **6/24:** On-line budget pool transfers

PETTY CASH

- **6/15:** Charges made via the Petty Cash System after this date will be reflected in July.

CHECK WRITER

- **6/15:** Check requests must be received in General Accounting in order for checks to be written by 6/25

TRAVEL*

- **5/29:** Last day Travel Advances on State Funds to be issued for travel which ends prior to June 5th. *No travel advances will be issued on State funds for travel that ends after June 7th.*
- **6/5:** Last day to submit Travel Reimbursements for processing in FY20, provided that sufficient funds are still available
- **6/15:** All Travel Advances submitted & cleared

OTHER

- **6/5:** This is the last date to submit payment requests for the current year for any purpose, but require:
 - A correct invoice
 - The ordered items must be received in the department
 - Banner must show sufficient budget balance available in appropriate budget pool or line-item
- **6/12:** Last day for Central Warehouse purchases to be made and charged to FY20.
- **6/15:** All transactions (except Payroll) for the following funds must be processed by this date:
 - Summer Sessions & Professional Development funds (104000 to 104499)
 - Extension Instruction funds (1045xx to 1058xx)
- **6/30:** Temporary employees will be paid for work performed through June 15th.
- **6/15:** On-campus Service Areas: Work performed by Physical Plant, Computer Center, postage charges, etc. must be completed by June 15th in order to be charged to funds in FY20

* This includes all fund sources (e.g., State, Trust, etc.)

If necessary, these dates may be revised due to statewide revenue shortfalls or other restrictions. Please advise all personnel in your area(s) of these important dates. Thank you in advance for your cooperation.