

Date: April 17, 2025

To: FHR Council Members

From: Leo Cervantes, Financial Reporting Manager

Subject: **Year-End Financial Deadlines
for FY 24-25**

Below are the year-end financial deadlines for FY 24-25. These deadlines are established to ensure that CSU Channel Islands will meet its reporting deadlines to the CSU Chancellor's Office and the State Controller's Office.

By distributing the deadlines and requiring documents to be submitted earlier than in a normal month, Financial Services is in a better position to meet both the needs of the campus as well as submit our campus' reporting package on time.

Divisions may independently issue their own internal deadlines in advance of the dates shown below. Questions concerning divisional deadlines should be directed to your AVP or Director of Operations or Division Budget Officer.

Submittal of documents well in advance of the cutoff dates will ensure timely processing. Priority will be placed on all submission in accordance with the below deadlines. Those received after the deadlines may not be processed in time for the fiscal year-end close as workflow permits.

Financial Services will be hosting a year-end fiscal webinar with fiscal directors, analysts, and coordinators to review year-end deadlines and processes. This meeting is scheduled for Wednesday, April 30, 2025. An email regarding this Zoom training was sent on 03/28/25.

Type of Transaction	Deadline	Description	Contact Information
Procurement	Friday, May 2, 2025	Deadline for requisitions \$50,000 or greater with all supporting documentation attached to be submitted to Procurement. The requisitions must be budget checked and approved.	purchasing@csuci.edu
	Friday, May 30, 2025	Deadline for requisitions and PO's \$10,000 to \$49,999.99 with all supporting documentation attached to be submitted to Procurement. The requisitions must be budget checked and approved.	
	Friday, May 30, 2025	Deadline for requisitions less than \$10,000 with all supporting documentation attached and submitted to Procurement. The requisitions must be budget checked and approved.	
	Friday, June 6, 2025	Deadline to submit Change Orders	
	Friday, June 13, 2025	Receiving on Site: Please work with the vendor to have product on site by June 13, 2025 to ensure receiving is completed in FY25	
	Monday, June 16, 2025	Open period to submit FY26 requisitions, requesters to Use Origin Code FYR (Future Year) on requisitions that shall be processed for FY26.	
ProCard Reconciliation	Friday, June 20, 2025	The Reporting date range for the period is estimated to be May 11, 2025 - June 10, 2025. June reconciliation period is June 13, 2025 - June 20, 2025. AP to post May 11 - June 10 ProCard transactions by June 23, 2025 Submit an "Accounts Payable Accrual Form" as per above to ensure that ProCard charges for June 11, 2025 - June 30, 2025 get recorded in the proper fiscal year.	virginia.halverson770@csuci.edu
Payroll Related Pay Requests	Friday, May 30, 2025	Last day HR can receive pay related transactions in order to ensure expenses will post in FY2024-2025. This includes: Special Pay Authorizations Stipends Note: This deadline is not related to absence management in CHRS.	diana.enos@csuci.edu
Interagency Financial Transactions (IFTs)	Friday, June 13, 2025	Interagency Financial Transactions (IFT's) for FY2024-2025 are due to the Chancellor's Office by this date.	jennifer.conkwright@csuci.edu
Petty Cash Replenishments	Friday, June 6, 2025	Petty Cash Custodians are to submit the "BEC Form" to Accounts Payable. The "BEC Form" should be submitted for petty cash replenishments. All monies used in the current year need to be expensed.	ciap@csuci.edu
Travel Expense Claims (TEC) and Business Expense Claims (BEC)	Friday, June 13, 2025	TEC & BEC Forms must be submitted by close of business to Accounts Payable. If not fully completed and received by Accounts Payable by above deadline, submit an "Accounts Payable Accrual Form" as per above to ensure the expense gets recorded in FY 24-25. Accruals will not be accepted for purchases under \$500. Forms must be signed and dated, and include all necessary backup.	ciap@csuci.edu

Accounts Payable Check and Direct
Payment Requests Friday, June 13, 2025

ciap@csuci.edu

All requests for direct pay must be submitted on a "Check Request Form," and/or non-receiving PO invoice related payments must be approved and submitted to Accounts Payable by close of business.

If not fully completed and received by Accounts Payable by above deadline, submit an "Accounts Payable Accrual Form" as per above to ensure the expense gets recorded in FY 24-25. Accruals will not be accepted for purchases under \$500.

Purchase Order with receiving requirement (3-way match PO) needs to be received in PeopleSoft (PS) by Shipping and Receiving Office by **June 27, 2025** in order to include expenditures for the current year.

Accounts Receivable Invoice
Requests Friday, June 13, 2025

jennifer.conkwright@csuci.edu

Invoice requests must be received by close of business.

Payroll Expenditure Adjustments Friday, June 13, 2025

theresa.cilley@csuci.edu

These transfers must finalize all adjustments up through **May 2025**.
Adjustments should be made using the "Payroll Expenditure Transfer Form."
JUNE PAYROLL FILE WILL BE POSTED BY 6/27/2025 - Payroll Expenses will be in the Data Warehouse by 6/30/2025. We will notify everyone if it is in earlier.

Thursday, July 3rd, 2025 - Final - 12 pm

These transfers must finalize all adjustments for **June 2024**.
Adjustments should be made using the "Payroll Expenditure Transfer Form."

Budget Transfers Friday, June 13, 2025

theresa.cilley@csuci.edu

Budget transfers are due by close of business.

Journal Entries (JETs) / Related Entity
Transactions (RETs) Friday, June 20, 2025

cijet@csuci.edu

The "RET Form" should be used for all revenue/expenditure adjustments between campus and auxiliary organizations.

The "JET Form" should be used for all non-payroll expenditure adjustments.

All adjustments through **May 2025** should be submitted by this deadline.

Thursday, June 26, 2025 - Preliminary Close

All adjustments through **June 2025** should be submitted by this deadline.

Thursday, July 3, 2025 - Final Close - 12 pm

From Final Review only **June 2025** should be submitted by this deadline.

Deposits Thursday, June 26, 2025

leah.torres@csuci.edu

All deposits, as recorded on the "Department Deposit Request" form, must be dropped off to Student Business Services (SBS) by close of business.

Accruals Thursday, June 26, 2025

kara.waycasy@csuci.edu

Payroll Accruals: Per the CO, payroll accruals are not allowed.

Accounts Payable Accruals:

All AP accrual transactions should be submitted with the form entitled "Accounts Payable Accrual Form" by close of business via email.

Write "ACCRUED" on the upper right corner of the back-up document/s to be attached to the form.

Accruals pertain only to items and/or services purchased and delivered by June 30, 2025.

Delivery confirmation is required from the Supplier for an item to be accrued, and back-up document/s must be included.

Accruals for direct payment, travel, business expense reimbursement (TEC and BER) as of June 30, 2025, back-up document/s must be included to be accrued.

Accruals will not be accepted for items under \$500. (e.g. TEC/BER/Direct Payment, and PO).

Accruals are not allowed for grant funds.

P-Card charges from June 11-30, 2025