

2016/17 Financial Management Calendar

Due Date	Task	Contact Dept.	Business Units
September 23, 2016	Last day to submit course fee requests for Spring term.	SFS	LBCMP
October 7, 2016	Property will release the Confirmation of Inventory reports during the Week of October 7.	PR	LBCMP, LBFDN
October 21, 2016	Last day to submit course fee corrections for Spring term.	SFS	LBCMP
November 30, 2016	Last day for departments to submit Confirmation of Inventory reports to Property.	PR	LBCMP, LBFDN
December 9, 2016	International wire transfer requests are due to Accounts Payable in order to ensure completion prior to winter break.	AP	LBCMP, LBFDN, LB49R
December 16, 2016	Domestic wire transfer requests due to Accounts Payable in order to ensure completion prior to winter break.	AP	LBCMP, LBFDN, LB49R
December 19, 2016	Last day Accounts Payable will issue student checks before winter break.	AP	LBCMP
December 19, 2016	Last day Accounts Payable will issue university regular payments before closing for winter break.	AP	LBCMP
December 19, 2016	Last day to submit course fee requests for Summer term.	SFS	LBCMP
December 20, 2016	Last day Accounts Payable will issue foundation regular payments before closing for winter break.	AP	LBFDN, LB49R
December 22/23, 2016	Accounts Payable is closed to new campus activity prior to winter break.	AP	LBCMP, LBFDN, LB49R
January 13, 2017	The Schedule of Fall faculty release time to be invoiced to the Foundation is due to General Accounting.	GA	LBCMP
January 30, 2017	Last day to submit course fee corrections for Summer term.	SFS	LBCMP
February 22, 2017	Financial Assessment worksheets will be distributed to all divisions except Academic Affairs and the College of Continuing & Professional Education.	GA	LBCMP
March 17, 2017	Financial Assessment worksheets will be distributed to Academic Affairs and the College of Continuing & Professional Education.	GA	LBCMP
March 22, 2017	Completed Financial Assessment worksheets for all divisions except AA and CCPE are due to General Accounting.	GA	LBCMP
March 24, 2017	Last day to submit course fee corrections for Fall term.	SFS	LBCMP
April 11, 2017	Requisitions needed for current year processing that require a formal bid are due to Purchasing.	PO	LBCMP, LBFDN, LB49R
April 17, 2017	Completed Financial Assessment worksheets for AA and CCPE are due to General Accounting.	GA	LBCMP
May 8, 2017	Purchasing will begin reviewing all open encumbrances with departments.	PO	LBCMP, LBFDN, LB49R
May 26, 2017	All approved invoices for capital claims to the SCO are due to Accounts Payable by 12:00 PM	AP	LBCMP
May 26, 2017	Last day to submit approved requisitions for current year processing.	PO	LBCMP, LBFDN, LB49R
May 26, 2017	Open PO reports with end-user comments are due to Purchasing. Purchasing will finalize the encumbrances to remain open in next fiscal year.	PO	LBCMP, LBFDN, LB49R
June 1, 2017	Purchasing will accept on-line requisitions for next fiscal year. Purchase Orders will not be dispatched, however, until July 1.	PO	LBCMP, LBFDN, LB49R
June 1, 2017	Purchasing will begin closing all open PO's for which confirmation of the need to keep open has not been received.	PO	LBCMP, LBFDN, LB49R

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June 1, 2017	No additional encumbrances will be added to existing blanket PO's.	PO	LBCMP, LBFDN, LB49R
June 1, 2017	Last day for submitting all petty cash receipts dated May 30 or prior to the cashier for reimbursement or replenishment.	SFS	LBCMP, LBFDN, LB49R
June 9, 2017	Requests for CPOs (Cash Posting Orders) for reimbursements from the CO and/or other CSU campuses are due to General Accounting.	GA	LBCMP
June 9, 2017	All requests for invoicing to be processed for the current fiscal year are due to General Accounting.	GA	LBCMP, LBFDN
June 9, 2017	Final day for Purchasing to dispatch open POs where goods and services are to be received by the last working day of the current fiscal year.	PO	LBCMP, LBFDN, LB49R
June 13, 2017	All claims for travel completed before this date are due to Accounts Payable. For any travel between June 13-30, claims are due in Accounts Payable upon completion of travel.	AP	LBCMP, LBFDN, LB49R
June 16, 2017	Purchasing will close all remaining open blanket purchase orders. All invoices received related to closed blanket purchase orders should be submitted for direct payment to Accounts Payable with a reference to the blanket purchase order number.	PO	LBCMP, LBFDN, LB49R
June 19, 2017	Deadline to submit all current year journal entries with approvals and supporting documents (as applicable) to General Accounting.	GA	LBCMP, LBFDN, LB49R
June 23, 2017	Wire transfer requests for current year processing are due to Accounts Payable by 12:00 noon.	AP	LBCMP, LBFDN, LB49R
June 23, 2017	Invoices for goods or services provided prior to this date are due to Accounts Payable.	AP	LBCMP, LBFDN, LB49R
June 23, 2017	Last day to submit petty cash receipts to the University Cashier for reimbursement or replenishment for recording in the current fiscal year.	AP	LBCMP, LBFDN, LB49R
June 26, 2017	Last day to submit invoices to Accounts Payable to ensure processing in current fiscal year.	AP	LBCMP, LBFDN, LB49R
June 27, 2017	Last day Accounts Payable will issue student checks before year end.	AP	LBCMP
June 29, 2017	Accounts Payable department is closed for year-end processing.	AP	LBCMP, LBFDN, LB49R
June 29, 2017	Last day to submit Budget Transfer Requests to the Budget Office for current year processing.	B	LBCMP, LBFDN, LB49R
June 29, 2017	Deadline to notify Receiving (by 4:30 PM) of the receipt of goods received directly by the department.	PR	LBCMP, LBFDN
June 30, 2017	Postage Meter readings and account balances as of June 30 are due to General Accounting.	GA	LBCMP
July 6, 2017	Inventory as of June 30 for Facilities Management, Copier Program, Computer Center, Print Shop, and Health Center are due to General Accounting.	GA	LBCMP
July 17, 2017	Balance Sheet reconciliations as of June 30 are due to General Accounting.	GA	LBCMP, LBFDN, LB49R

Contact Department Key

- AP** - Accounts Payable
- B** - Budget
- GA** - General Accounting
- LBCMP** - CSULB Campus
- LBFDN** - CSULB Research Foundation
- LB49R** - CSULB 49R Foundation
- PO** - Purchasing Office
- PR** - Property
- SFS** - Student Financial Services