

2018/2019 Financial Management Calendar

Due Date	Task	Contact Department	Business Units
September 21, 2018	Last day to submit course fee requests for Spring term.	SFS	LBCMP
October 19, 2018	Last day to submit course fee corrections for Spring term.	SFS	LBCMP
December 14, 2018	International wire transfer requests are due to Accounts Payable in order to ensure completion prior to winter break.	AP	LBCMP, LBFDN, LB49R
December 14, 2018	Domestic wire transfer requests due to Accounts Payable in order to ensure completion prior to winter break.	AP	LBCMP, LBFDN, LB49R
December 18, 2018	Last day Accounts Payable will issue student checks before winter break.	AP	LBCMP
December 20, 2018	Last day Accounts Payable will issue university regular payments before closing for winter break.	AP	LBCMP
December 20, 2018	Last day to submit course fee requests for Summer term.	SFS	LBCMP
December 20, 2018	Last day Accounts Payable will issue Foundation regular payments before closing for winter break.	AP	LBFDN, LB49R
December 21-24, 2018	Accounts Payable is closed to new campus activity prior to winter break.	AP	LBCMP, LBFDN, LB49R
January 11, 2019	The Schedule of Fall Faculty Release Time to be invoiced to the Foundations is due to General Accounting.	GA	LBCMP
January 30, 2019	Last day to submit course fee corrections for Summer term.	SFS	LBCMP
March 22, 2019	Last day to submit course fee corrections for Fall term.	SFS	LBCMP
April 12, 2019	Requisitions needed for current year processing that require a formal bid are due to Purchasing.	PO	LBCMP, LBFDN, LB49R
April 26, 2019	Appropriate administrators to submit annual updates of department record keepers to Property.	PR	LBCMP
May 11, 2019	Purchasing will begin reviewing all open encumbrances with departments.	PO	LBCMP, LBFDN, LB49R
May 17, 2019	The Schedule of Spring Faculty Release Time to be invoiced to the Foundations is due to General Accounting.	GA	LBCMP
May 24, 2019	Last day to submit approved requisitions for current year processing.	PO	LBCMP, LBFDN, LB49R
June 3, 2019	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 3, 2019	No additional encumbrances will be added to existing blanket PO's.	PO	LBCMP, LBFDN, LB49R
June 3, 2019	Last day for submitting all petty cash receipts dated May 30 or prior to the cashier for reimbursement or replenishment.	SFS	LBCMP, LBFDN, LB49R

2018/2019 Financial Management Calendar

Due Date	Task	Contact Department	Business Units
June 7, 2019	Requests for CPOs (Cash Posting Orders) for reimbursements from the CO and/or other CSU campuses are due to General Accounting.	GA	LBCMP
June 14, 2019	All requests for miscellaneous invoicing to be processed for the current fiscal year from Campus are due to General Accounting.	GA	LBCMP
June 14, 2019	All claims for travel completed before this date are due to Accounts Payable. For any travel between June 15-30, claims are due in Accounts Payable upon completion of travel.	AP	LBCMP, LBFDN, LB49R
June 14, 2019	Deadline to submit all current year journal entries with approvals and supporting documents (as applicable) to General Accounting.	GA	LBCMP
June 21, 2019	Wire transfer requests for current year processing are due to Accounts Payable by 12:00 noon.	AP	LBCMP, LBFDN, LB49R
June 21, 2019	Invoices for goods or services provided prior to this date are due to Accounts Payable.	AP	LBCMP, LBFDN, LB49R
June 21, 2019	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 24, 2019	Last day to submit invoices to Accounts Payable to ensure processing in current fiscal year.	AP	LBCMP, LBFDN, LB49R
June 26, 2019	Last day Accounts Payable will issue student checks before year end.	AP	LBCMP
June 28, 2019	Accounts Payable department is closed for year-end processing.	AP	LBCMP, LBFDN, LB49R
June 28, 2019	Last day to submit Budget Transfer Requests to the Budget Office for current year processing.	B	LBCMP, LBFDN, LB49R
June 28, 2019	Deadline to notify Receiving (by 4:30 PM) of the receipt of goods received directly by the department.	PR	LBCMP, LBFDN
June 28, 2019	Postage Meter readings and account balances as of June 30 are due to General Accounting.	GA	LBCMP, LBFDN
June 28, 2019	Final day to dispatch any open PO for current fiscal year	PO	LBCMP, LBFDN, LB49R
July 5, 2019	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 5, 2019	Deadline to submit all current year journal entries with approvals and supporting documents (as applicable) to General Accounting for the Foundations.	GA	LBFDN, LB49R
July 10, 2019	All requests for miscellaneous invoicing to be processed for the current fiscal year from Research Foundation are due to General Accounting.	GA	LBFDN
July 10, 2019	Final reserve entries are due to Accounting from departments.	GA	LBCMP

2018/2019 Financial Management Calendar

Due Date	Task	Contact Department	Business Units
July 31, 2019	Balance Sheet reconciliations as of June 30 are due to General Accounting.	GA	LBCMP

Department Code:	Business Unit
LBCMP	CSULB Campus
LBFDN	CSULB Research Foundation
LB49R	CSULB 49R Foundation

Contact Department Key: Contact e-mail

AP - Accounts Payable	carol.monson@csulb.edu
B - Budget	maria.bajo@csulb.edu
GA - General Accounting	sean.lee@csulb.edu
PO - Purchasing Office	cathy.bishop@csulb.edu
PR - Property	christopher.ramirea@csulb.edu
SFS - Student Financial Services	jennifer.cleveland@csulb.edu