

FY 23-24
CUESTA COLLEGE
END-OF-YEAR CLOSEOUT SCHEDULE
For District and ASCC/Clubs/Trusts

May 17 (Friday)

Last day for submitting General Requisitions for new orders (Unrestricted Fund 1100)

Last day for submitting General Requisitions for new orders (Foundation Reimbursable Fund 12999 & 3399)

May 24 (Friday)

Last day for submitting General Requisitions new orders (restricted fund source – “12XXX”)

Last day for submitting requests for payments (ASCC/Clubs/Trusts)

Last day to order items to be delivered on Standing Purchase Orders

May 31 (Friday)

Last day for Cal Card Purchases (includes Staples orders)

Last day to notify Purchasing to forward (“roll”) specific purchase orders into the next fiscal year. ***PO’s to roll include goods-in-transit, multi-year contracts, finance agreements & multi-year capital projects only.***

All other standing PO’s close at year-end and must have a new-year requisition, signed by budget manager.

June 28 (Friday)

All goods must be received on campus to utilize FY 23-24 budget.

Last day to make FY 23-24 deposits at the Cashier’s Office (noon deadline)

July 1 (Monday)

New budget year begins - Requisitions may be processed in accordance with the FY 24-25 Tentative Budget

July 10 (Wednesday)

Last day for submitting all General Requisitions for Direct Pay and travel/conference/claim reimbursements (expended on/before June 30)

Last day to submit A/P invoices/approvals for payment (all divisions, departments, funds, grants)

Tentative budget loaded

July 12 (Friday)

Last day for Purchasing to close all remaining Purchase Orders (POs)

Last day to submit Journal Entry, Labor Redistribution requests, and Budget Transfer Requests.

July 19 (Friday)

Last day to submit A/R invoice requests to Fiscal Services (grants, Foundation, categorical, facilities-use, & state reimb. prog.)

July 24 (Wednesday)

Campuswide Close Out - FY 23-24: All divisions, departmental closing activities—INCLUDING GRANTS AND CAPITAL PROJECTS--must be completed.

August 2 (Friday)

General Ledger ~ FY 23-24 Final Close