

**FY 19-20
CUESTA COLLEGE
END-OF-YEAR CLOSEOUT SCHEDULE
For District and ASCC/Clubs/Trusts**

May 1 (Friday)

Last day for submitting General Requisitions for Amazon Orders

May 15 (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 22 (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 use Standing Purchase Orders

June 5 (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 30 (Tuesday)

All goods must be received on campus to utilize FY 19-20 budget.

Last day to make FY 19-20 deposits at the Cashier’s Office (noon deadline)

July 1 (Wednesday)

New budget year begins - Requisitions may be processed in accordance with the FY 20-21 Tentative Budget

July 8 (Wednesday)

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

Tentative budget loaded

July 10 (Friday)

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

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

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

July 17 (Friday)

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

July 24 (Friday)

Campuswide Close Out - FY 19-20: All divisions, departmental closing activities—INCLUDING GRANTS AND CAPITAL PROJECTS--must be completed.

August 7 (Friday)

General Ledger ~ FY 19-20 Final Close