California State University
SAN MARCOS

Business and Financial Services
FY 24/25 Year-End Closing Calendar

ITEM	DEADLINE	DESCRIPTION	CONTACT	EXT
7	04/01/25	Last day to submit requisitions $50,000 or greater not currently available from a pre-negotiated contract or pre-approved source. The requisition or change request form must have pre-procurement workflow approvals completed, be in the Procurement Review step, and have all back-up documents submitted.	Michelle Tanner	8438
8	04/01/25	First day to input FY25/26 requisitions. The requisition internal notes and line description must include "fiscal year 25/26."	Michelle Tanner	8438
10	04/14/25	Last day to submit salary adjustments for transactions through 3/31/25	Heidy Salinas	8186
13	04/18/25	Last day to submit requisitions for IT software, services, and commodities not currently available from a pre-negotiated contract or pre-approved source. The requisition or change request form must have pre-procurement workflow approvals completed, be in the Procurement Review step, and have all back-up documents submitted.	Michelle Tanner	8438
18	05/01/25	Last day for A/P to enter vouchers for reverting funds for payment	Chris Fernandez	4557
20	05/01/25	Last day to submit requisitions and purchase order change request $10,000 to $49,999.99 not currently available from a pre-negotiated contract or pre-approved source. The requisition or change request form must have pre-procurement workflow approvals completed, be in the Procurement Review step, and have all back-up documents submitted.	Michelle Tanner	8438
25	05/12/25	Last day to submit write-off requests to Accounting (Library Fines, Parking Fines, Health Services)	Heidy Salinas	8186
30	05/16/25	Last day to submit chartfield request forms to FSO for departmental reorganizations effective 7/1/25	Alexey Kirillov	4715
33	05/16/25	Last day for departments to submit Personnel Action Notices (PANs) for appointments between 5/1/25 and 6/30/25	TBD	
34	05/19/25	Last day to submit expenditure transfer adjustments to Accounting for April transactions	Jeffrey Hall	8503
35	05/19/25	Last day to submit salary adjustment requests for transactions through 4/30/25	Heidy Salinas	8186
39	05/23/25	Last day of Telephone Services chargebacks for FY 24/25 (June 2024 Telephone chargebacks will be in FY 25/26)	Jeffrey Hall	8503
41	05/23/25	Last day to submit requisitions and purchase order change requests less than $10,000. The requisition or change request form must have pre-procurement workflow approvals completed, be in the Procurement Review step, and have all back-up documents submitted.	Michelle Tanner	8438
47	06/03/25	Last day to submit salary adjustment requests for transactions through 5/31/25.	Heidy Salinas	8186
48	06/06/25	Any charges made to your ProCard after this date may not hit your budget this fiscal year. Most suppliers charge the card once the items ship. If the charge does not hit the ProCard by June 25, it will not be expensed this fiscal year.	Chris Fernandez	4557
57	06/06/25	Last day for departments to file petty cash claims (University, CSUSM Corp, ASI and Foundation) for FY24/25.	Malia Tirado	4493
58	06/06/25	Last day to submit expenditure transfer requests to Accounting for transactions which posted in May	Jeffrey Hall	8503
66	06/06/25	Last day for IFTs to be requested for guaranteed processing by year-end	Juan Tavarez	4451
72	06/13/25	Last day for departments to submit invoices for FY24/25 to A/P to be paid by year-end (including those encumbered on a PO, direct pay, travel, capital/construction, Lottery, library, Corp and ASI)	Chris Fernandez	4557
73	06/13/25	Last day for all budget transfers to be received by Budget office for posting to FY24/25	Tammy Marchand	8396
74	06/13/25	all travel occurred through June 6th needs to be in the Travel Office approving queue	Shannon Honour Shaw	4983
77	06/18/25	Last day to disburse student financial aid awards for FY24/25(FA should be done by 11AM)	Julie Lindenmeier	4881
80	06/19/25	Final Check Run for FY 24/25 for end users	Chris Fernandez	4557
89	06/30/25	All ProCard adjustments and sales tax to be entered by cardholders by 10 AM.	Chris Fernandez	4557
95	06/30/25	All departmental deposits due to Cashiers by 12PM	Malia Tirado	4493
109	06/30/25	Last day to submit travel accruals to Accounting via expenditure transfer form	Marian Olsen	4485
117	07/01/25	Deadline for departments to submit expenditure transfer requests to Accounting for transactions in June	Jeffrey Hall	8503
118	07/01/25	Last day to submit salary adjustment forms for transactions which posted in June (*includes salary adjustments for Faculty Release time*) Only June activity as all prior months deadlines have passed.	Heidy Salinas	8186
119	07/01/25	Last day to submit A/R billing requests to Accounting	Heidy Salinas	8186
120	07/01/25	Deadline for departments to submit FY24/25 chargebacks to Accounting	Jeffrey Hall	8503
121	07/01/25	Open Period 1 for all business units and all modules	Jon Epes	4497

For Questions regarding this calendar please contact Jon Epes (760) 750-4497 or jepes@csusm.edu **Last Updated: 05/1/25**