From:	PCBO Subscription
To:	pcbodist@coyote.csusm.edu
Subject:	[Pcbodist] Reminder: FY 24/25 CFS Purchase Order Closure – No Exceptions
Date:	Wednesday, July 16, 2025 8:14:21 AM
Attachments:	ATT00001.txt



Partners in Campus Business Operations

Reminder: FY24/25 CFS Purchase Order Closure – No Exceptions

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Sent on behalf of: Procurement & Contracts/Accounts Payable

Dear PCBO Members,

This is a courtesy reminder for all **FY24/25 Purchase Orders in CFS (NOT CSUBUY)** that remain OPEN.

To ensure timely processing, please reach out to your supplier(s) as soon as possible to request final invoices and submit them to Accounts Payable. All invoices **must be submitted to Accounts Payable by August 15, 2025**. Once these invoices are paid, all remaining open purchase orders will be closed.

If any of your CFS Purchase Orders are ready to be closed now, please submit a Purchase Order Amendment to initiate closure.

Please note: **This deadline applies strictly to CFS POs only.** After August 15th, any outstanding invoices related to these POs will require a **new PO to be opened in CSUBUY**.

There will be no exceptions to this deadline.

Thank you for your attention and cooperation.

Procurement & Contracts
procurementservices@csusm.edu

Accounts Payable
accountspayable@csusm.edu