

DATE: March 19, 2007
TO: Deans, Directors and Department Chairs
FROM: Darwin Labordo, Associate Vice President
Finance and Administrative Services
SUBJECT: **Administrative Processing Timelines for FY 2006/07**

Copy: President Michael Ortiz
Dr. Edwin Barnes
Dr. Debra Brum
Ms. Sandi Davis
Dr. Douglas Freer
Dr. Ron Fremont
Dr. Tomas Morales
Mr. Scott Warrington

To assure an efficient fiscal year closing and a complete encumbrance of University budget funds by June 29, 2007, the following administrative processing timelines have been established. The recent implementation of the Revenue Management Program (Fees to Trust) by the CSU will greatly enhance fiscal closing and financial management processes. Where applicable, the administrative timelines are adjusted to provide more flexibility to the campus community. Of particular note is the removal of the hold period on the usage of procurement cards. Procurement cards can now be used continuously even if the State Budget has not been adopted. Transactions made after the June 22, 2007 cutoff date will be recorded for 2007-08. Timelines listed below and on the attachment are applicable for FY 2006/07 and should assist you with your financial planning for the remainder of the year.

- There are no administrative timelines set for petty cash. These transactions will be charged to the year in which they are processed.
- Processing of chargebacks for postage, telephone, quick print, Bronco Bookstore and other types of internal recharges will end on May 25, 2007. Charges incurred after May 25th will be processed for FY 2007/08.
- Procurement credit cards may be used through the billing cycle that ends on June 22. However, if purchases are not posted on your Paymentnet screen by June 22, they will be processed against FY 2007/08.
- All purchases against FY 2006/07 blanket orders must be made prior to July 1, 2007. All invoices for these purchases must be submitted to Accounts Payable by July 31, 2007.

Questions regarding processing timelines should be referred to individuals identified on the attachment.

Your cooperation and assistance is appreciated.

**FISCAL YEAR 2006/07 ADMINISTRATIVE PROCESSING TIMELINES
FOR ALL FUNDING SOURCES**

April 2, 2007

Last day to submit Cost Recovery Service Request for work costing in excess of \$5,000 to be completed by June 30, 2007 to Facilities Planning & Management (FP&M) Customer Service Center to assure use of FY 2006/07 funds. This will allow sufficient lead-time for cost estimating, department decision, and formal bidding process, if applicable. **(Mark Miller, x3030)**

April 6, 2007

- Last day to submit Work Orders to Graphic Communications Services for printing services of **\$10,000 or more**. **(John Schneck, x3297)**
- Last day to submit requisitions to Procurement and Support Services (P&SS) for acquisition of items requiring formal bidding. This will allow time to comply with formal competitive bidding requirements and issue contracts or purchase orders prior to the fiscal year-end closing. **(Debra Schneck, x3383)**

April 30, 2007

- Last day to submit Cost Recovery Service Request for work costing less than \$5,000 to be completed by June 30, 2007 to Facilities Planning & Management (FP&M) Customer Service Center to assure use of FY 2006/07 funds. This will allow sufficient lead-time for cost estimating, department decision, and formal bidding process, if applicable. **(Mark Miller, x3030)**

May 4, 2007

- Last day to submit Work Order requests to I&IT Networks for data and voice services. **(Linda Bruner, x6339)**

May 11, 2007

- Last day to submit work order requests to Graphic Communications Services for printing services of **\$9,999 or less**. This provides sufficient time to quote and process your project prior to the fiscal year-end closing. **(John Schneck, x3297)**
- Last day to submit requisitions to P&SS for acquisition of items not requiring formal bidding. This will allow time to comply with informal bidding requirements and issue contracts or purchase orders prior to the fiscal year-end closing. **(Debra Schneck, x3383)**

May 25, 2007

- Last day for processing chargebacks for postage, telephone call usage (May 2007 report), quick print and other types of internal recharges. Charges incurred after this date will be processed against FY 2007/08. **(Sheryl Adams, x2025)**
- Last day to process purchases or returns through the Bronco Bookstore. All charges made after this date will be processed against FY 2007/08. **(Margaret Adenihun, x2018)**

(over)

June 1, 2007

- Last day to submit Direct Pay requisitions (recruitments, subscriptions, memberships) to Accounts Payable. All requests made after this date will be processed against FY 2007/08. **(Brian Corcoran, x2014)**

June 8, 2007

- Last day to submit requests to transfer funds to Budget Services. **(Brigitte Epstein, x5413)**
- Last day to place orders through on-line Office Max ordering for 2006/07. Purchases made after this date will be paid against FY 2007/08. **(Nancy Shroyer, x2029)**
- Last day to submit travel reimbursement claims for travel completed prior to June 8th to Accounts Payable. **(Brian Corcoran, x2014)**
- Last day to submit Authorization to Travel document (including reasonable estimate of total cost) for travel occurring from June 8th to June 30th. Requests received after this date will be paid against FY 2007/08 funds. **(Brian Corcoran, x2014)**

June 18, 2007

- Last day to submit Work Study time vouchers to Financial Aid (before 3:00 PM). **(David Summerfield, x3719)**
- Last day to submit Student Assistant time vouchers to Payroll Services. Departments need to project time to be paid thru June 30, 2006. **(Amanda Hill-House, x2102)**

June 22, 2007

- All credit card transactions must be posted on Paymentnet. If purchase is not posted to Paymentnet by this date it will be charged to FY 2007/08. **(Becky Pepping, x6842)**