

## Chico State Enterprises Announcements Tuesday, July 7, 2020

### FY 19/20 Year End Closing Reminders – Second Announcement

The fiscal year ended 6/30/20 for Chico State Enterprises and The University Foundation CSU, Chico. This is a time of year with an unusually high volume of financial activity. To ensure transactions are recorded in fiscal year 19/20, please submit documentation according to the following timeline in date order below to allow for adequate processing time. Your adherence to these deadlines is critical and greatly appreciated.

#### **FY19/20 Purchase Order Payments and Follow-up Information – due 07/10/20**

Please submit invoices tied to a FY19/20 PO for payment and/or any open follow up information with the PO number referenced to [csepo@csuchico.edu](mailto:csepo@csuchico.edu) by 7/10.

*PO follow up information:* if services were performed and/or goods delivered prior to 6/30 for a FY19/20 PO and the invoice has not been received by the vendor, please reach out to request a copy.

#### **Check Requests, Petty Cash Replenishments, Uncleared Advances and Transfers – due 7/10/20**

*Please submit all expenses incurred as of 06/30/20 on one of the following forms:*

1. **Check Requests:** Please submit requests to pay vendor invoices and personal reimbursements (with receipts showing proof of payment and required supporting documentation) by email. Visit [CSE's Announcement](#) with instructions on where to submit.
  - a. Contact vendors if invoices have not yet been received and follow up on all outstanding personal reimbursement requests for FY 19/20 activity
  - b. **Please do not combine FY 19/20 (year-end 6/30/20) and FY 20/21 (starting 7/1/20) vendor invoices on the same check request.** Instead, a separate check request should be completed for each fiscal year.
  - c. **For reimbursement related check requests, submit receipts for June and July on separate check requests.**

**Note:** One check request can be submitted to pay multiple invoices and or receipts to be reimbursed, if all activity submitted on one request relates to a single fiscal year. Please pay close attention to the activity associated with a vendor invoice. A vendor invoice date does not always indicate the FY. For example, a July invoice does not always correspond to the new fiscal year. Instead, review the invoice activity and the date costs incurred, such as the date services were performed or goods received, to determine the related fiscal year. Please feel free to contact us with any questions @ [cseaccountspayable@csuchico.edu](mailto:cseaccountspayable@csuchico.edu) .

2. **Cash Replenishment Forms:** *Petty Cash Custodians* – Please submit receipts and backup for petty cash expenditures to [cseaccountsreceivable@csuchico.edu](mailto:cseaccountsreceivable@csuchico.edu). Replenishment of funds will be coordinated when we return to campus.

3. **Uncleared Advances:** Please be advised that travel advances unclear within 60 days of travel may be reported as taxable income per the travel policy.
  - a. To clear outstanding advances with no payment due the traveler, please submit a transfer form with supporting documentation to [cseaccountspayable@csuchico.edu](mailto:cseaccountspayable@csuchico.edu) and type **advance clearing** in the subject line. If reimbursement is due the traveler, clear the outstanding advance with a check request. If funds are due back to the project, clear the advance with a deposit slip.
  - b. For questions regarding how to clear the COVID related travel advances with canceled associated trips, please email [cseaccountspayable@csuchico.edu](mailto:cseaccountspayable@csuchico.edu) for assistance.
4. **Transfer Forms:** To correct a transaction posted in error, or transfer funds, please submit transfer forms to [csefinance@csuchico.edu](mailto:csefinance@csuchico.edu).

### **Invoicing – Due 07/15/20**

Please submit customer invoice requests for goods and/or services provided by CSE or the UF as of 6/30/20 to [cseaccountsreceivable@csuchico.edu](mailto:cseaccountsreceivable@csuchico.edu) by 07/15/20.