

Chico State Enterprises Announcements
Monday, June 8, 2020**FY 19/20 Year End Closing Reminders**

The fiscal year ends Tuesday, June 30 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 your transactions are recorded in fiscal year FY 19/20, please submit documentation according to the timeline in date order below to allow for adequate processing time. Your adherence to these deadlines is critical and greatly appreciated.

Deposits – Due 06/30/20

Deposits related to FY 19/20 activity must be received in our office by 2:00 pm on June 30th. In order to follow social distancing protocols, please email cseaccountsreceivable@csuchico.edu to schedule an appointment for in person deposits prior to June 30th.

P-Card Packets – Due 06/30/20

Please email reconciled, June P-Card packets to csepcard@csuchico.edu by June 30th. To ensure expenses related to P-card purchases are recorded in FY 19/20, please make all purchases no later than 06/19/20. Purchases can take three to four days to post to your account. Purchases posted to your account after 06/23/20 will be recorded in FY 20/21.

Requests to Cancel a Purchase Order or Disencumber a PO Balance - Due 06/30/20

Purchase Order Requestor - please email requests to cancel a purchase order or disencumber a remaining PO balance to csepo@csuchico.edu by June 30th. Please provide the PO number and a brief explanation of the reason as support.

Check Requests, Petty Cash Replenishments, Uncleared Advances, and Transfers – Due 07/10/20

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 (including CSU, Chico 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 and FY 20/21 vendor invoices on the same check request. Instead, a separate check request should be completed for each fiscal year.**
2. **Cash Replenishment Forms:** *Petty Cash Custodians* – Please submit receipts and backup for petty cash expenditures to cseaccountsreceivable@csuchico.edu. Replenishment of funds will be coordinated when we return to campus.
3. **Uncleared Advances:** Please be advised that travel advances uncleared within 60 days of travel may be reported as taxable income per the travel policy.
 - a. To clear outstanding advances with no payment due to the traveler, please submit a transfer form with supporting documentation to cseaccountspayable@csuchico.edu and type **advance clearing** in the subject line. If reimbursement is due to 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 COVID related travel advances with canceled associated trips, please email 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.

Invoicing – Due 07/15/20

Please submit customer invoice requests for goods and/or services provided by CSE or the UF as of June 30th to cseaccountsreceivable@csuchico.edu by 07/15/20.