

Chico State Enterprises Announcements
Monday, June 21, 2021**FY 20/21 Year End Closing Reminders**
Second Announcement

The fiscal year ends Wednesday, June 30, 2021 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 appropriately recorded in fiscal year (FY) 20/21, please submit documentation according to the timelines below to allow for adequate processing time. Your adherence to these deadlines is critical and greatly appreciated.

Deposits – Due 06/30/21

Deposits related to FY20/21 activity must be received in our office by 2:00 p.m. on June 30th. In order to maintain social distancing protocols, please email cseaccountsreceivable@csuchico.edu to schedule an appointment for in person deposits prior to June 30th.

P-Card Packets – Due 06/30/21

Please email reconciled, June P-Card packets to csepocard@csuchico.edu by June 30th. To ensure expenses related to P-card purchases are recorded in FY20/21, please make all purchases no later than 5 p.m. Friday, 06/18/21. Purchases can take up to four days to post to your account. Purchases posted to your account after 06/23/21 will be recorded in FY21/22.

Requests to Cancel a Purchase Order or Disencumber a PO Balance - Due 06/30/21

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, brief explanation of the reason for the request, and approval as support to process.

Check Requests, Petty Cash Replenishments, Uncleared Advances, and Transfers – Due 07/09/21

Please submit all expenses incurred as of 06/30/21 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 Announcements](#) with instructions on where to submit:
 - a. **Please contact vendors if expected invoices have not yet been received for FY 20/21 activity.**
 - b. **Please submit all outstanding personal reimbursement requests for FY20/21 activity.**
 - c. **Please do not combine FY 20/21 and FY 21/22 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 the clearing of COVID related travel advances with canceled 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 07/16/21

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 07/16/21.