

**Chico State Enterprises Announcements**  
**Friday, May 28, 2021****FY 20/21 Year End Closing Reminders**

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 30<sup>th</sup>. In order to maintain social distancing protocols, please email [cseaccountsreceivable@csuchico.edu](mailto:cseaccountsreceivable@csuchico.edu) to schedule an appointment for in person deposits prior to June 30<sup>th</sup>.

**P-Card Packets – Due 06/30/21**

Please email reconciled, June P-Card packets to [csepocard@csuchico.edu](mailto:csepocard@csuchico.edu) by June 30<sup>th</sup>. 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](mailto:csepo@csuchico.edu) by June 30<sup>th</sup>. 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](mailto: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](mailto: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](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 07/16/21**

Please submit customer invoice requests for goods and/or services provided by CSE or the UF as of June 30<sup>th</sup> to [cseaccountsreceivable@csuchico.edu](mailto:cseaccountsreceivable@csuchico.edu) by 07/16/21.