

Chico State Enterprises Announcements Wednesday, June 29, 2022

FY21/22 Year-End Closing Reminders Updated Announcement

The fiscal year (FY) ends Thursday, June 30, 2022 for Chico State Enterprises (CSE) and The University Foundation (UF). This is a time of year with an unusually high volume of financial activity. To ensure transactions are appropriately recorded in FY21/22, 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 06/30/22

Deposits related to FY21/22 activity must be received in our office by 2:00 p.m. on June 30th. Please email cseaccountsreceivable@csuchico.edu to schedule an appointment for in person deposits prior to June 30th.

P-Card Packets – Due 06/30/22

Please email reconciled, June P-Card packets to csepcard@csuchico.edu by June 30th. Submission must be in one file with receipts in order according to statement. To ensure expenses related to P-Card purchases are recorded in FY21/22, please make all purchases no later than 5 p.m. Friday, 06/17/22. Purchases can take up to four days to post to your account. Purchases posted to your account after 06/23/22 will be recorded in FY22/23.

Requests to process a Purchase Order for FY22/23

Please submit new purchase order requests to csepo@csuchico.edu for FY22/23. Please ensure that the PO request includes a valid quote for the correct entity (UF or CSE) and all other requirement documentation is saved and submitted as one .pdf file. Other documentation may include the approved ITPR email, Property Inventory Form and approved Competitive bid form. Purchase orders for FY22/23 will begin posting in July 2022.

Requests to Cancel a Purchase Order or Disencumber a PO Balance - Due 06/30/22

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 07/08/22

Please submit all expenses incurred as of 06/30/22 on one of the following forms:

1. **Check Requests:** Please submit requests to pay vendor invoices (including subcontract payments and CSU, Chico invoices) and personal reimbursements (with receipts showing proof of payment and required supporting documentation) to the appropriate check request inbox. Visit [CSE's Announcements](#) with instructions on where to submit:
 - a. Please contact vendors if expected invoices have not yet been received for FY21/22 activity.
 - b. Please submit all outstanding personal reimbursement requests for FY21/22 activity.

- c. **Please do not combine FY21/22 and FY22/23 activity on the same check request, instead, complete a separate check request for each fiscal year.**
 - d. **Please remember to combine all supporting documents into *one* .pdf file before submitting to the appropriate check request inbox.**
2. **Cash Replenishment Forms: *Petty Cash Custodians*** – Please submit receipts and backup for petty cash expenditures to cseaccountsreceivable@csuchico.edu.
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 **the check request inbox that processed the advance**. 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.
4. **Transfer Forms:** To correct a transaction posted in error, or transfer funds between the same entity, please submit transfer forms to csefinance@csuchico.edu.

Invoicing – Due 07/15/22

Please submit invoice requests for goods and/or services provided by CSE (including the Farm) or the UF as of June 30th, 2022 to cseaccountsreceivable@csuchico.edu by 07/15/22.