![Chico State Enterprises logo]

Chico State Enterprises Announcements
Wednesday, May 24, 2023

FY 22/23 Year-End Closing Reminders and Transaction Due Dates

The fiscal year (FY) ends Friday, June 30, 2023 for Chico State Enterprises (CSE) and The University Foundation (UF) CSU, Chico. This is a time of year with an unusually high volume of financial activity. To ensure transactions are appropriately recorded in FY 22/23, please submit documentation according to the timelines below to allow for adequate processing time. Your adherence to these deadlines is critical and greatly appreciated.

Requests to Process a Purchase Order (PO) for FY 22/23 - Due 06/12/23
Please submit new purchase order requests to csepo@csuchico.edu by 6/12/23, for FY 22/23. Please ensure that the PO request includes a valid quote prepared for The University Foundation, California State University, Chico, or Chico State Enterprises (not Chico State) and all other required documentation is saved and submitted as one digital file. Other documentation may include the approved ITPR email, Property Inventory Form and approved Competitive bid form.

FY 22/23 P-Card Purchases – By 6/16/23
Please make all FY22/23 P-Card purchases no later than 5 p.m., Friday, 06/16/23. Purchases can take up to four days to post to your account. Purchases posted to your US Bank account after 06/23/23 will be recorded in FY 23/24.

Deposits – Due 06/30/23
Deposits related to FY 22/23 activity must be received in our office by 2:00 p.m. on 6/30/23. Please email cseaccountsreceviable@csuchico.edu to schedule an appointment for in person deposits prior to 6/30/23.

P-Card Packets – Due 06/30/23
Please submit reconciled June P-Card packets, in one file, with receipts in order according to statement, by 6/30/23 using the new Drop Box for Monthly P-Card Packets.

Requests to Cancel a Purchase Order or Disencumber a PO Balance - Due 06/30/23
Purchase Order Requestor - Please email requests to cancel a purchase order or disencumber a remaining PO balance to csepo@csuchico.edu by 6/30/23. Please provide the PO number, brief explanation of the reason for the request, and approval as support to process. Please copy your Sponsored Program analyst, if applicable.

Check Requests, Invoices on Purchase Orders, Petty Cash Replenishments, Uncleared Advances and Transfer Requests – Due 07/10/23
Please submit all expenses incurred as of 06/30/23 on one of the following forms:
1. **Check Requests:** Submit check requests to pay vendor invoices (including CSU, Chico invoices) and personal reimbursements (with receipts showing proof of payment and required supporting documentation). Visit CSE's Check Request Inboxes (near bottom of webpage) for instructions on where to submit check requests.
2. **Invoices on Purchase Orders:** Submit invoices on purchase orders to csepo@csuchico.edu. A check request is not required. Approval to pay by an authorized signer is required; two approvals are required for expenses charged to UF annual fund projects starting with 20XXXXXX.

For items 1 and 2:

  a. **Please contact vendors if expected invoices have not yet been received for FY 22/23 activity.**
  b. **Please submit all outstanding personal reimbursement requests for FY 22/23 activity.**
  c. **Please do not combine FY22/23 and FY23/24 activity on the same check request, instead, a separate check request should be completed for each fiscal year.**
      i. Check requests that include FY 22/23 and FY 23/24 activity will be returned for correction unless the travel dates cross the FY.

3. **Cash Replenishment Forms**: *Petty Cash Custodians* – Please submit receipts and backup for petty cash expenditures to cseaccountsreceivable@csuchico.edu.

4. **Uncleared Advances:**

  a. Prepaids (14000) and Advances (14010): Clear any prepaids and advances (non-travel advances), such as venue deposits, or required deposits for a purchase, when the check request or invoice on a PO is processed. Uncleared advances that were not expensed timely at invoice payment, need to be processed with a transfer request form. Please submit to csefinance@csuchico.edu.

  b. Travel advances (14020): Clear within ten days of travel. Uncleared travel advances may be subject to 1099/W2 reporting.

There are three scenarios to clear travel advances: (1) No payment due; advance needs to be cleared, (2) Amount due **to** the traveler, (3) Amount due **from** the traveler.

  1. No payment due; advance needs to be cleared: Submit a Transfer Form with supporting documentation to cseaccountspayable@csuchico.edu and type **travel advance clearing** in the subject line. If the P-Card was the only method of payment used, please attach a copy of the related P-Card packet.

  2. Amount due **to** the traveler: Clear the outstanding advance with a Check Request. Submit a check request with supporting documentation to the appropriate check request inbox that processed the original advance and type **travel advance clearing** in the subject line. Visit CSE's Check Request Inboxes (near bottom of webpage) with instructions on where to submit.

  3. Amount due **from** the traveler: The advance is cleared with a deposit slip. Please submit a deposit slip with supporting travel documentation to cseaccountsreceivable@csuchico.edu and type **travel advance clearing $ due** in the subject line.

5. **Transfer Forms:** To correct a transaction posted in error, or transfer funds, please submit transfer forms to csefinance@csuchico.edu.

Invoicing – Due 07/14/23

Please submit customer invoice requests for goods and/or services provided by CSE or UF as of 6/30/23 to cseaccountsreceivable@csuchico.edu by 07/14/23.