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## Chico State Enterprises Announcements

### Tuesday, June 11, 2024

## FY 23/24 Year-End Closing Reminders and Transaction Due Dates

The fiscal year (FY) ends Friday, June 28, 2024, for Chico State Enterprises (CSE) and The University Foundation (UF) CSU, Chico. With the year-end close bringing a significant increase in the volume of financial activity, timelines are provided below that allow for adequate processing time to ensure transactions are appropriately recorded in FY 23/24. Thank you in advance for your adherence to these important deadlines.

### **Requests to Process a Purchase Order (PO) for FY 23/24 - Due 06/18/24**

Please submit any new purchase order requests for FY 23/24 to [csepo@csuchico.edu](mailto:csepo@csuchico.edu) by 6/18/24. 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 23/24 P-Card Purchases – By 6/18/2024**

Please make all FY 23/24 P-Card purchases no later than 5 p.m., Tuesday, 06/18/24. Purchases can take up to four days to post to your account. Purchases posted to your US Bank account after 06/23/24 will be recorded in FY 24/25.

### **Deposits – Due 06/28/24**

Deposits related to FY 23/24 activity must be received in our office by 11 a.m. on 6/28/24. Please email [cseaccountsreceivable@csuchico.edu](mailto:cseaccountsreceivable@csuchico.edu) to schedule an appointment for in person deposits prior to 6/28/24.

### **P-Card Packets – Due 06/28/24**

Please submit reconciled June P-Card packets, in one file, with receipts in order according to statement, by 6/28/24 using the [Drop Box for Monthly P-Card Packets](#). *Please ensure that required hospitality information (for expenses coded to 828XX) is documented on the related evidence of payment and any overages per person (math shown) are highlighted prior to signature.*

### **Requests to Cancel a Purchase Order or Disencumber a PO Balance - Due 06/28/24**

*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 6/28/24. Please provide the PO number, brief explanation of the reason for the request, and approval as support to process. Copy your Sponsored Program analyst, for disencumbrance requests from SP projects.

### **Check Requests, Invoices on Purchase Orders, Petty Cash Replenishments, Uncleared Advances and Transfer Requests – Due 07/8/24**

*Please submit all expenses incurred as of 06/30/24 on one of the following forms:*

1. **Check Requests:** Submit check requests (one per submission) to pay vendor invoices (including Chico State 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](mailto: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 20XXXXXXX.

**For items 1 and 2:**

- a. **Please contact vendors if expected invoices have not yet been received for FY 23/24 activity.**
  - b. **Please submit all outstanding personal reimbursement requests for FY 23/24 activity.**
  - c. **Please do not combine FY 23/24 and FY 24/25 activity on the same check request, instead, a separate check request needs to be completed for each fiscal year.**
    - i. Check requests that include FY 23/24 and FY 24/25 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](mailto:cseaccountsreceivable@csuchico.edu).
4. **Uncleared Advances:**
- a. Prepays (14000) and Advances (14010): Clear any prepays 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](mailto: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](mailto: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](mailto: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](mailto:csefinance@csuchico.edu).

**Invoicing – Due 07/12/24**

Please submit customer invoice requests for goods and/or services provided by CSE or UF as of 6/30/24 to [cseaccountsreceivable@csuchico.edu](mailto:cseaccountsreceivable@csuchico.edu) by 07/12/24.

Thank you for your cooperation.  
The CSE Finance and Accounting Team

**Manage Email Preferences**

***All Chico State Enterprises (CSE) employees, project directors, and authorized signers on CSE accounts receive CSE Announcements via email and cannot opt out.***

- *If you are no longer an active CSE employee, please notify [CSE Human Resources](#) via email.*
- *If you are no longer a project director and would like your name removed, or wish to add administrative staff to the distribution list, please email [CSE Announcements](#) with appropriate instructions.*
- *CSE Announcements can also be accessed via the [CSE News and Information page](#).*