



RESP and FND Announcements
Reminder – 18/19 Year End Closing
Thursday, June 6, 2019

Reminder – 18/19 Year End Closing

Fiscal year ends Sunday, June 30 for the Foundation.

Please submit 18/19 related expenses (e.g., invoices/receipts for expenses, mileage, travel, uncleared advances, petty cash reimbursements, payroll, and transfer of funds form) **no later than Wednesday, July 10th.**

For any questions, please email or call The Office of Research and Sponsored Programs (RESP) at 898-5700 or Research Foundation Administration at 898-6811.

Payment Update

As our offices are closed on Fridays for the summer, the anticipated turnaround time for check printing is as follows:

- Requests received by Wednesday will be printed and available for pick up on Thursday of the following week.
- Payment turnaround time may vary as the volume of check requests is great at fiscal year-end.
- Check requests marked for pickup will continue to receive a call when ready.
- Checks can be picked up in the RF Human Resources office (25 Main Street, Suite 206) Monday – Thursday, 8 a.m. – 4 p.m.
- Please note, check requests received with incomplete backup, missing signatures, or follow-up questions will be delayed.

New Location for Check Request and Cash Request Form Drop-off

Effective immediately, all Foundation check requests and cash request forms should be delivered to the RF Accounts Payable office (25 Main Street, Suite 205) or zip 246.

If you have any questions or concerns, please contact rfaccountspayable@csuchico.edu.

Thank you for your assistance with our year end closing.

All Foundation Project Directors and those authorized to sign on Foundation Accounts receive announcements via email. If you are no longer a project director and would like your name removed or wish to add administrative staff to the list, please reply to this message with appropriate instructions.