



Financial Services

**Date:** February 26, 2024  
**To:** Campus Employees  
**From:** Michelle D. Cardona *Michelle Cardona*  
Associate Vice President/Controller  
Financial Services  
**Copy:** Soraya Coley, Ph.D.  
Ysabel D. Trinidad  
Christina Gonzales  
Nicole Hawkes  
Terri Gomez, Ph.D.  
John McGuthry  
Frances Teves  
Jared Ceja  
Liz Roosa Millar, Ph.D.  
**Subject: ADMINISTRATIVE PROCESSING TIMELINE FOR FISCAL YEAR  
2023/24**

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In order to ensure transactions are recorded in the appropriate Fiscal Year (FY), and to assure an efficient fiscal year-end close, the following Administrative Processing Timeline has been established to meet year-end close requirements. The deadline for submission of FY 2023/24 financial information to the Chancellor's Office is Wednesday, July 10, 2024.

The attached matrix outlines the deadlines that will allow the University to submit our financials by the July 10, 2024, deadline.

All information is due by the close of business on the dates specified, unless otherwise indicated. Requests received after the specified due date will be processed in FY 2024/25.

This information will also be posted to the Financial Services and University Accounting Services websites.

If you have any questions regarding the timeline for processing, please contact the individuals identified below.

Your cooperation and assistance are appreciated.

**Administrative Processing Timeline**  
**Fiscal Year 2023/24**  
**(for all State Funding Sources)**

Due Date	Activity Type	Description	Contact	Email
Friday, March 8, 2024	ATI & IT Review	<p>Last day to submit requisitions for Accessible Technology (ATI) and Information Technology (IT) review for the acquisition of information and communication technology items <b>requiring formal bidding</b>. This will allow time for ATI and IT reviews, which includes compliance with Section 508 of the Rehabilitation Act/WCAG and IT security standards, prior to submission to Procurement and Support Services. To submit an ATI/IT Review, click ATI/IT Review or search “ATI” on eHelp after you have logged into eHelp. For more information click <a href="#">this link</a>.</p> <p><i>*Reminder: In order to meet Procurement and Support Services' processing dates, all requisitions requiring ATI and IT approval must include an additional three (3) weeks for review.</i></p>	Carol Gonzales Judy Shui Laura Carrizales	<a href="mailto:atireview@cpp.edu">atireview@cpp.edu</a>
Friday, March 29, 2024	Purchase Requisitions - Formal Bidding	Last day to submit requisitions to Procurement and Support Services for acquisition of items <b>requiring formal bidding</b> . This will allow time to comply with formal competitive bidding requirements and issue contracts or purchase orders prior to the fiscal year-end closing.	Sergio Rodriguez	<a href="mailto:procurement@cpp.edu">procurement@cpp.edu</a>
Friday, April 5, 2024	CB - Printing Services	Last day to submit Work Orders to Graphic Communications Services for printing services of <b>\$10,000 or more</b> . Work Orders received after this date will be processed against FY 2024/25 funds.	Lynn Tran David Segal	<a href="mailto:letran@cpp.edu">letran@cpp.edu</a> <a href="mailto:dasegal@cpp.edu">dasegal@cpp.edu</a>
Friday, April 5, 2024	ATI & IT Review	<p>Last day to submit requisitions for Accessible Technology (ATI) and IT to review for the acquisition of information and communication technology items <b>not requiring formal bidding</b>. This will allow time for ATI and IT reviews, which includes compliance with Section 508 of the Rehabilitation Act/WCAG and IT Security standards, prior to submission to Procurement and Support Services. To submit an ATI/IT Review, click ATI/IT Review or search “ATI” on eHelp after you have logged into eHelp. For more information click <a href="#">this link</a>.</p> <p><i>*Reminder: In order to meet Procurement and Support Services' processing dates, all requisitions requiring ATI and IT approval must include an additional three (3) weeks for review.</i></p>	Carol Gonzales Judy Shui Laura Carrizales	<a href="mailto:atireview@cpp.edu">atireview@cpp.edu</a>

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Due Date	Activity Type	Description	Contact	Email
Friday, April 26, 2024	CB - Printing Services	Last day to submit Work Order requests to Graphic Communications Services for printing services of <b>\$9,999 or less</b> . This provides enough time to quote and process your project prior to the fiscal year-end closing. Work Orders received after this date will be processed against FY 2024/25 funds.	Lynn Tran David Segal	<a href="mailto:letran@cpp.edu">letran@cpp.edu</a> <a href="mailto:dasegal@cpp.edu">dasegal@cpp.edu</a>
Friday, April 26, 2024	Payroll Adjustments	Last day to submit payroll adjustment requests for Pay Periods <u>through March 2024</u> to Budget Planning & Analysis (BP&A) via <a href="#">this link</a> .	BP&A Analysts & Anne-Marie Larrabure	<a href="mailto:budget@cpp.edu">budget@cpp.edu</a>
Monday, April 29, 2024	CB - IT Data & Voice Services	Last day to submit Work Order requests to IT for data and voice services. Work Orders received after this date will be processed against FY 2024/25 funds.	Rita Haerr Britnii Fraser	<a href="mailto:rshaerr@cpp.edu">rshaerr@cpp.edu</a> <a href="mailto:bltudor@cpp.edu">bltudor@cpp.edu</a>
Friday, May 3, 2024	Purchase Requisitions - No Formal Bidding	Last day to submit requisitions and change orders to Procurement and Support Services for acquisition of items <b>not requiring</b> formal bidding. This will allow time to comply with informal bidding requirements and issue contracts or purchase orders prior to the fiscal year-end closing.	Sergio Rodriguez	<a href="mailto:procurement@cpp.edu">procurement@cpp.edu</a>
Monday, May 6, 2024	Purchase Requisitions	Requisitions for FY 2024/25 will be processed and issued to vendors after the current fiscal year-end close. Requisitions for FY 2024/25 can be submitted to Procurement no sooner than May 6, 2024.	Sergio Rodriguez	<a href="mailto:procurement@cpp.edu">procurement@cpp.edu</a>
Tuesday, May 7, 2024	April CBs to UAS	Last day to submit chargebacks to University Accounting for postage, telephone call usage, quick print and other types of internal recharges through April 2024.	Annie Zhao	<a href="mailto:cppjerequest@cpp.edu">cppjerequest@cpp.edu</a>
Wednesday, May 15, 2024	May CBs to UAS	Last day to submit chargebacks to University Accounting for postage, telephone call usage, quick print and other types of internal recharges through May 10, 2024. Charges incurred after this date will be processed against FY 2024/25.	Annie Zhao	<a href="mailto:cppjerequest@cpp.edu">cppjerequest@cpp.edu</a>
Friday, May 17, 2024	Capital Progress Payments	Capital/Construction progress payments must be submitted to Accounts Payable ( <a href="mailto:cpp-ap@cpp.edu">cpp-ap@cpp.edu</a> ) by this date to ensure the activity is included in the claims submission process to the State Controller's Office (SCO).	Dawn Weaver	<a href="mailto:cpp-ap@cpp.edu">cpp-ap@cpp.edu</a>

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Due Date	Activity Type	Description	Contact	Email
Friday, May 17, 2024	Payroll Adjustments	Last day to submit payroll adjustment requests for the <u>April 2024 Pay Period</u> to Budget Planning & Analysis (BP&A) via <a href="#">this link</a> .	BP&A Analysts & Anne-Marie Larrabure	<a href="mailto:budget@cpp.edu">budget@cpp.edu</a>
Wednesday, May 22, 2024	Claimable Fund Processing	Invoices, invoice adjustments and reclassifications posting against a Claimable fund must be submitted to Accounts Payable ( <a href="mailto:cpp-ap@cpp.edu">cpp-ap@cpp.edu</a> ) no later than May 22, 2024.	Dawn Weaver	<a href="mailto:cpp-ap@cpp.edu">cpp-ap@cpp.edu</a>
Friday, May 24, 2024	Capital Cash Transfer Request	Last day to submit requests for Capital Cash Transfers to Budget Planning & Analysis (BP&A).	Anne-Marie Larrabure	<a href="mailto:budget@cpp.edu">budget@cpp.edu</a>
Friday, May 31, 2024	Direct Pay Requests	Last day to submit Direct Pay requests to Accounts Payable ( <a href="mailto:cpp-ap@cpp.edu">cpp-ap@cpp.edu</a> ) for processing against FY 2023/24 funds. All requests received after this date will be processed against FY 2024/25.	Dawn Weaver	<a href="mailto:cpp-ap@cpp.edu">cpp-ap@cpp.edu</a>
Friday, May 31, 2024	AP Invoices	Last day to submit invoices to Accounts Payable ( <a href="mailto:cpp-ap@cpp.edu">cpp-ap@cpp.edu</a> ) to be included in the last check run for FY2023/24.	Dawn Weaver	<a href="mailto:cpp-ap@cpp.edu">cpp-ap@cpp.edu</a>
Friday, May 31, 2024	Effort Certification Forms	Last day for departments to submit ALL FINAL approved effort certification forms to Grants and Contracts for approval.	Lilia Maciel	<a href="mailto:Immaciell@cpp.edu">Immaciell@cpp.edu</a>
Monday, June 3, 2024	Corporate Travel Credit Cards	All Corporate Travel Card Monthly Summaries for the billing cycle ending May 15th, 2024, must be received by University Accounting Services. Transactions for this billing cycle will be processed for FY 2023/24.	Natalie Yan	<a href="mailto:travel@cpp.edu">travel@cpp.edu</a>
Monday, June 3, 2024	CFS Change Requests	Last day to submit requests for chartfield string changes or corrections to General Accounting for activity posted <b>prior to</b> June 1, 2024.	Annie Zhao	<a href="mailto:cppjerequest@cpp.edu">cppjerequest@cpp.edu</a>
Monday, June 3, 2024	Bronco Bookstore	Invoices from Foundation for purchases or returns through the Bronco Bookstore must be submitted to Accounts Payable ( <a href="mailto:cpp-ap@cpp.edu">cpp-ap@cpp.edu</a> ) for processing against FY 2023/24. All charges made after this date will be processed against FY 2024/25.	Dawn Weaver	<a href="mailto:cpp-ap@cpp.edu">cpp-ap@cpp.edu</a>

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Due Date	Activity Type	Description	Contact	Email
Monday, June 3, 2024	Concur Travel Requests	For business-related travel occurring through June 30, 2024, a Travel Request must be submitted and approved in Concur by end of business on June 3, 2024. Anticipated expenses will be extracted from Concur for FY 2023/24 year-end accrual reporting purposes. The Chartfield String information <b>must</b> be completed on the Travel Request for it to be accrued. Travel Requests submitted and approved after June 3, 2024 will be processed against FY 2024/25 funds. No other action is required by departments or travelers. Email requests and hard copies of Travel Requests will not be accepted.	Dawn Weaver	<a href="mailto:cpp-ap@cpp.edu">cpp-ap@cpp.edu</a>
Monday, June 3, 2024	Concur Expense Reports	For business-related travel occurring through June 30, 2024, a Travel Request must be submitted and approved in Concur by end of business on June 3, 2024. Anticipated expenses will be extracted from Concur for FY 2023/24 year-end accrual reporting purposes. The Chartfield String information <b>must</b> be completed on the Travel Request for it to be accrued. Travel Requests submitted and approved after June 3, 2024, will be processed against FY 2024/25 funds. No other action is required by departments or travelers. Email requests and hard copies of Travel Requests will not be accepted.	Dawn Weaver	<a href="mailto:cpp-ap@cpp.edu">cpp-ap@cpp.edu</a>
Tuesday, June 4, 2024	Requests for IFT	Last day to request an Interagency Financial Transactions (IFT) from General Accounting for reimbursement of activity from the CO and/or other CSU campuses.	Annie Zhao	<a href="mailto:uas-ar_nonstd@cpp.edu">uas-ar_nonstd@cpp.edu</a>
Tuesday, June 4, 2024	AP Check Run	Final AP check run for FY 2023/24.  <i>*Note: AP pay cycle on 06/04/2024, check printing on 06/05/2024.</i>	Dawn Weaver	<a href="mailto:cpp-ap@cpp.edu">cpp-ap@cpp.edu</a>
Wednesday, June 5, 2024	Library Check Run	Final Library check run for FY2023/24.	Dawn Weaver	<a href="mailto:cpp-ap@cpp.edu">cpp-ap@cpp.edu</a>
Friday, June 7, 2024	PO Invoices	All PO invoices must be submitted to Accounts Payable ( <a href="mailto:cpp-ap@cpp.edu">cpp-ap@cpp.edu</a> ) by June 7, 2024, in order to be processed against FY 2023/24 funds.  <i>*Note: Last AP check run for FY2023/24 is on 06/04/2024, if an invoice needs to be <b>paid</b> prior to July 2024, please submit to AP by 05/31/2024.</i>	Dawn Weaver	<a href="mailto:cpp-ap@cpp.edu">cpp-ap@cpp.edu</a>

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Due Date	Activity Type	Description	Contact	Email
Monday, June 10, 2024	CFS Change Requests	Last day to submit requests for chartfield string changes or corrections to General Accounting for activity posted after June 1, 2024.	Annie Zhao	<a href="mailto:cppjerequest@cpp.edu">cppjerequest@cpp.edu</a>
Tuesday, June 11, 2024	Corporate Travel Credit Cards	All Corporate Travel Credit Card transactions must be posted by this date to be processed against FY 2023/24 funds. This is not the TRANSACTION DATE, but the POSTING DATE. If a purchase has not been posted by the vendor to your US Bank Account Activities Report by this date, it will be charged to FY 2024/25.	Natalie Yan	<a href="mailto:travel@cpp.edu">travel@cpp.edu</a>
Friday, June 14, 2024	Effort Certification Forms	Last day for Grants and Contracts to forward approved effort certification forms to Budget Planning & Analysis for processing.	Brenda Burns	<a href="mailto:brburns@cpp.edu">brburns@cpp.edu</a>
Friday, June 14, 2024	Payroll Adjustments	Last day to submit payroll adjustment requests for the <u>May 2024 Pay Period</u> to Budget Planning & Analysis (BP&A) via <a href="#">this link</a> .	BP&A Analysts & Anne-Marie Larrabure	<a href="mailto:budget@cpp.edu">budget@cpp.edu</a>
Monday, June 17, 2024	Budget Transfers	Last day to submit requests to transfer funds to Budget Planning & Analysis (BP&A) via <a href="mailto:budget@cpp.edu">budget@cpp.edu</a> .	BP&A Analysts & Anne-Marie Larrabure	<a href="mailto:budget@cpp.edu">budget@cpp.edu</a>
Monday, June 17, 2024	Requests for Invoice	Requests for third-party, non-student invoicing must be received in University Accounting Services by this date via <a href="#">this link</a> . Requests received after this date may be processed after July 1, 2024 and reflected in the following fiscal year.	Annie Zhao	<a href="mailto:uas-ar_nonstd@cpp.edu">uas-ar_nonstd@cpp.edu</a>
Friday, June 21, 2024	Student Check Run	Final student check run for FY 2023/24.	Dawn Weaver Patricia Higuchi	<a href="mailto:cpp-ap@cpp.edu">cpp-ap@cpp.edu</a> <a href="mailto:prhiguchi@cpp.edu">prhiguchi@cpp.edu</a>
Wednesday, June 26, 2024	Payroll Check Run	Final payroll check run for FY 2023/24.	Dawn Weaver Lindsay Roussopoulos	<a href="mailto:cpp-ap@cpp.edu">cpp-ap@cpp.edu</a> <a href="mailto:lroussopulos@cpp.edu">lroussopulos@cpp.edu</a>
Wednesday, June 26, 2024	PCard	All state procurement card transactions must be posted by this date to be processed against FY 2023/24 funds. This is not the TRANSACTION DATE, but the POSTING DATE. If a purchase has not been posted by the vendor to your US BANK Account Activities Report by this date, it will be charged to FY 2024/25.	Janice Lam-Nguyen	<a href="mailto:pcard@cpp.edu">pcard@cpp.edu</a>

**Administrative Processing Timeline  
Fiscal Year 2023/24  
(for all State Funding Sources)**

Due Date	Activity Type	Description	Contact	Email
Monday, July 1, 2024	New Fiscal Year	First day to enter/process activity for the 2024/25 fiscal year.	Annie Zhao	<a href="mailto:awzhao@cpp.edu">awzhao@cpp.edu</a>
Tuesday, July 2, 2024	Check Run	First check run for AP for the new fiscal year, 2024/25. <i>*Note: AP pay cycle on 07/02/2024, check printing on 07/03/2024.</i>	Dawn Weaver	<a href="mailto:cpp-ap@cpp.edu">cpp-ap@cpp.edu</a>
Wednesday, July 3, 2024	Check Run	First check run for Student, Library and Payroll for the new fiscal year, 2024/25.	Dawn Weaver	<a href="mailto:cpp-ap@cpp.edu">cpp-ap@cpp.edu</a>

**Reference Links:**

**ATI/IT - Procurement Review:**

<https://www.cpp.edu/accessibility/procurement/index.shtml>

**University Accounting Services - Forms:**

<https://www.cpp.edu/fas/university-accounting-services/forms.shtml>

**University Accounting Services - Accounts Payable:**

<https://www.cpp.edu/fas/university-accounting-services/accounts-payable/about.shtml>

**University Accounting Services - General Accounting:**

<https://www.cpp.edu/fas/university-accounting-services/general-accounting.shtml>

**Procurement Services - Forms:**

<https://www.cpp.edu/procurement/campus/forms.shtml>

**Procurement Services - Procurement Card Program:**

<https://www.cpp.edu/procurement/campus/p-card.shtml>

**Budget Planning & Analysis - Forms:**

<https://www.cpp.edu/fas/budget/forms.shtml>