



Date: February 12, 2026

To: Campus Employees

From: Carol Lee
Assistant Vice President
Budget Planning and Analysis
AIC Financial Services

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Subject: **ADMINISTRATIVE PROCESSING TIMELINE FOR FISCAL YEAR 2025/26**

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 2025/26 financial information to the Chancellor's Office is Wednesday, July 8, 2026.

The attached matrix outlines the deadlines that will allow the University to submit our financials by the July 8, 2026, 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 2026/27.

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 2025/26
(for all State Funding Sources)**

Due Date	Activity Type	Description	Contact	Email
Friday, March 6, 2026	ATI & IT Review- Formal Bidding	<p>Last day to submit requisitions for Accessible Technology (ATI) and Information Technology (IT) review for the acquisition of information and communication technology items requiring formal bidding. 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 a review, complete the ATI/IT review form or search “ATI” after you have logged into eHelp. For more information, see the ATI/IT - Procurement Review website.</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>	Judy Shui Laura Carrizales Carol Gonzales	jtshui@cpp.edu lcarrizales@cpp.edu carolhg@cpp.edu
Friday, March 13, 2026	Payroll Adjustments	<p>Last day to submit payroll adjustment requests for Pay Periods through February 2026 to Budget Planning & Analysis (BP&A) via the Budget Planning and Analysis Requests Form.</p> <p><i>*(Prior to CHRS conversion)</i></p>	BP&A Analysts & Nicholas Norimoto	budget@cpp.edu
Friday, March 27, 2026	Purchase Requisitions - Formal Bidding	<p>Last day for Requesters to submit requisitions (in CSUBUY) that require formal competitive bidding. Requisitions must be submitted using the appropriate request form (e.g., Goods & Services Request, IT Hardware/Software) in CSUBUY, attach specifications/SOW, and submit into workflow for Procurement review and sourcing.</p>	Sergio Rodriguez	procurement@cpp.edu

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Due Date	Activity Type	Description	Contact	Email
Friday, March 27, 2026	ATI & IT Review - No Formal Bidding	Last day to submit requisitions for Accessible Technology (ATI) and Information Technology (IT) review for the acquisition of information and communication technology items not requiring formal bidding . This will allow time for ATI and IT reviews, which include compliance with Section 508 of the Rehabilitation Act/WCAG and IT security standards, prior to submission to Procurement and Support Services. To submit a review, complete the ATI/IT review form or search “ATI” after you have logged into eHelp. For more information, see the ATI/IT - Procurement Review website . <i>*Reminder: In order to meet Procurement and Support Services' processing dates, all requisitions requiring ATI and IT approval must include an additional four (4) weeks for review.</i>	Judy Shui Laura Carrizales Carol Gonzales	jtshui@cpp.edu lcarrizales@cpp.edu carolhg@cpp.edu
Friday, April 3, 2026	CB - Printing Services	Last day to submit Work Orders to Graphic Communications Services for printing services of \$10,000 or more via GCS Request Form . Work Orders received after this date will be processed against FY 2026/27 funds.	Lynn Tran Sergio Rodriguez	letran@cpp.edu sergior1@cpp.edu
Friday, April 24, 2026	CB - Printing Services	Last day to submit Work Order requests to Graphic Communications Services for printing services of \$9,999 or less via GCS Request Form . 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 2026/27 funds.	Lynn Tran Sergio Rodriguez	letran@cpp.edu sergior1@cpp.edu
Friday, April 24, 2026	Payroll Adjustments	Last day to submit payroll adjustment requests for Pay Periods through March 2026 to Budget Planning & Analysis (BP&A) via the Budget Planning and Analysis Requests Form .	BP&A Analysts & Nicholas Norimoto	budget@cpp.edu
Friday, April 24, 2026	CB - IT Data & Voice Services	Last day to submit Work Order requests to IT for data and voice services via ServiceNow . Work Orders received after this date will be processed against FY 2026/27 funds.	Rita Haerr Cynthia Morgan	rshaerr@cpp.edu cmorgan@cpp.edu

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Friday, April 24, 2026	Purchase Requisitions - No Formal Bidding	Last day for Requester to submit requisitions (in CSUBUY) and change orders that do not require formal competitive bidding (informal/quote-based purchases). Requests must be submitted as non-catalog requisitions with required documentation and routed for departmental approval before Procurement review and PO issuance. Submissions after the cutoff require prior divisional Vice President approval and may be deferred to the next fiscal year. The next-year intake portal opens May 4, 2026, at 8:00 AM for advance planning; all standard procurement and compliance requirements continue to apply. <i>*For punchout items, additional purchasing guidance will be provided by Procurement.</i>	Sergio Rodriguez	procurement@cpp.edu
Monday, May 4, 2026	Purchase Requisitions	Requisitions for FY 2026/27 may be submitted (in CSUBUY) starting May 4, 2026. Requisitions will be reviewed and queued by Procurement, but purchase orders will not be issued to suppliers until after fiscal year-end close and the new fiscal year is open.	Sergio Rodriguez	procurement@cpp.edu
Tuesday, May 5, 2026	April Intra-campus CB's to UAS	Last day to submit Intra-campus chargebacks to University Accounting for postage, telephone call usage, quick print and other types of internal cost recovery through April 2026 via the CPP Journal Entry Request Form .	Omar Qadamani	cppjerequest@cpp.edu
Tuesday, May 5, 2026	Request for Invoice - April Auxiliary CB	Last day to submit billing requests for Auxiliary Chargebacks to University Accounting for postage, telephone call usage, quick print and other types of cost recovery through April 2026 via CPP Non-Student Billing Request Form .	Omar Qadamani	uas-ar_nonstd@cpp.edu
Wednesday, May 13, 2026	May Intra-campus CB's to UAS	Last day to submit Intra-campus chargebacks to University Accounting for postage, telephone call usage, quick print and other types of internal recharges through May 8, 2026 via the CPP Journal Entry Request Form . Charges incurred after this date will be processed against FY 2026/27.	Omar Qadamani	cppjerequest@cpp.edu

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Wednesday, May 13, 2026	Request for Invoice - May Auxiliary CB	Last day to submit billing requests for Auxiliary Chargebacks to University Accounting for postage, telephone call usage, quick print and other types of auxiliary recharges through May 8, 2026 via CPP Non-Student Billing Request Form . Charges incurred after this date will be processed against FY 2026/27.	Omar Qadamani	uas-ar_nonstd@cpp.edu
Thursday, May 14, 2026	Effort Certification Forms	Last day for departments to submit ALL FINAL approved effort certification forms to Grants and Contracts for approval.	Lilia Maciel	Immaciell@cpp.edu
Friday, May 15, 2026	Capital Progress Payments	Capital/Construction progress payments must be submitted by this date to be included in the claims submission to the State Controller's Office (SCO). <ul style="list-style-type: none"> • Legacy PO: Submit to Accounts Payable at cpp-ap@cpp.edu • P2P PO: Submit through the P2P system 	Natalie Yan	cpp-ap@cpp.edu
Friday, May 15, 2026	Payroll Adjustments	Last day to submit payroll adjustment requests for the April 2026 Pay Period to Budget Planning & Analysis (BP&A) via the Budget Planning and Analysis Requests Form .	BP&A Analysts & Nicholas Norimoto	budget@cpp.edu
Wednesday, May 20, 2026	Claimable Fund Processing	Invoices, invoice adjustments and reclassifications posting against a Claimable fund must be submitted to Accounts Payable (cpp-ap@cpp.edu) no later than May 20, 2026.	Natalie Yan	cpp-ap@cpp.edu
Friday, May 22, 2026	Capital Cash Transfer Request	Last day to submit requests for Capital Cash Transfers to Budget Planning & Analysis (BP&A) via the Budget Planning and Analysis Requests Form .	BP&A Analysts & Nicholas Norimoto	budget@cpp.edu
Friday, May 29, 2026	Direct Pay Requests	Last day to submit Direct Pay requests for processing against FY 2025/26 funds. <ul style="list-style-type: none"> • Regular Direct Pay: Submit to Accounts Payable at cpp-ap@cpp.edu • P2P Direct Pay: Submit through the P2P system Requests received after this date will be processed against FY 2026/27 funds.	Natalie Yan	cpp-ap@cpp.edu

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Friday, May 29, 2026	AP Invoices	Last day to submit invoices to be included in the final check run for FY 2025/26.	Natalie Yan	cpp-ap@cpp.edu
Monday, June 1, 2026	Cash Transfer Request	Last day to submit requests for all types of Cash Transfers to General Accounting via CPP Journal Entry Request Form .	Omar Qadamani	cppjerequest@cpp.edu
Monday, June 1, 2026	Bronco Bookstore	Invoices from Foundation for purchases or returns through the Bronco Bookstore must be submitted to Accounts Payable (cpp-ap@cpp.edu) for processing against FY 2025/26. All charges made after this date will be processed against FY 2026/27 funds.	Natalie Yan	cpp-ap@cpp.edu
Monday, June 1, 2026	Concur Travel Requests	For business-related travel occurring through June 30, 2026, a Travel Request must be submitted and approved in Concur by end of business on June 1, 2026. Anticipated expenses will be extracted from Concur for FY 2025/26 year-end accrual reporting purposes. The Chartfield String information must be completed on the Travel Request for it to be accrued. Travel Requests submitted and approved after June 1, 2026, will be processed against FY 2026/27 funds. No other action is required by departments or travelers. Email requests and hard copies of Travel Requests will not be accepted.	Natalie Yan	travel@cpp.edu
Monday, June 1, 2026	Concur Expense Reports	For any in-person business-related travel completed prior to June 1, 2026, an Expense Report must be submitted and approved in accounting review in Concur by end of business on June 1, 2026. Actual expenses will be extracted from Concur and recorded against FY 2025/26 funds. The Chartfield String information must be completed on the Expense Report for it to be processed. Expense Reports submitted and approved after June 1, 2026, will be processed against FY 2026/27 funds. No other action is required by departments or travelers. Email requests and hard copies of Expense Reports will not be accepted.	Natalie Yan	cpp-ap@cpp.edu

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Due Date	Activity Type	Description	Contact	Email
Tuesday, June 2, 2026	CFS Change Requests	Last day to submit requests for chartfield string changes or corrections to General Accounting for activity posted prior to June 1, 2026 via the CPP Journal Entry Request Form .	Omar Qadamani	cppjerequest@cpp.edu
Tuesday, June 2, 2026	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, via the Interagency Financial Transactions (IFT) Request Form .	Omar Qadamani	uas-ar_nonstd@cpp.edu
Tuesday, June 2, 2026	AP Check Run	Final AP check run for FY 2025/26. <i>*Note: AP pay cycle on 06/02/2026, check printing on 06/03/2026.</i>	Natalie Yan	cpp-ap@cpp.edu
Wednesday, June 3, 2026	Library Check Run	Final Library check run for FY2025/26.	Natalie Yan	cpp-ap@cpp.edu
Friday, June 5, 2026	Corporate Travel Credit Cards	All Corporate Travel Card Monthly Summaries for the billing cycle ending May 23, 2026, must be received by University Accounting Services. Transactions for this billing cycle will be processed for FY 2025/26.	Laura Martinez	travel@cpp.edu
Friday, June 5, 2026	PO Invoices	All PO invoices must be submitted by June 5, 2026 to be processed against FY 2025/26 funds. <ul style="list-style-type: none"> • Legacy PO invoices: Submit to Accounts Payable at cpp-ap@cpp.edu • P2P PO invoices: Submit through the P2P system <i>*Note: Last AP check run for FY2025/26 is on 06/02/2026, if an invoice needs to be paid prior to July 2026, please submit to AP by 05/29/2026.</i>	Natalie Yan	cpp-ap@cpp.edu
Monday, June 8, 2026	CFS Change Requests	Last day to submit requests for chartfield string changes or corrections to General Accounting for activity posted after June 1, 2026, via the CPP Journal Entry Request Form .	Omar Qadamani	cppjerequest@cpp.edu
Monday, June 8, 2026	Grant Effort Certification Forms	Last day to submit effort certification forms to Budget Planning & Analysis (BP&A) via the Budget Planning and Analysis Requests Form .	BP&A Analysts & Nicholas Norimoto	budget@cpp.edu

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Tuesday, June 9, 2026	Corporate Travel Credit Cards	All Corporate Travel Credit Card transactions must be posted by this date to be processed against FY 2025/26 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 2026/27 funds.	Laura Martinez	travel@cpp.edu
Friday, June 12, 2026	Payroll Adjustments	Last day to submit payroll adjustment requests for the May 2026 Pay Period to Budget Planning & Analysis (BP&A) via the Budget Planning and Analysis Requests Form .	BP&A Analysts & Nicholas Norimoto	budget@cpp.edu
Monday, June 15, 2026	Budget Transfers and PBAs	Last day to submit budget transfers and Position Budget Adjustments (PBAs) via Questica .	BP&A Analysts & Nicholas Norimoto	budget@cpp.edu
Monday, June 15, 2026	Requests for Invoice	Requests for third-party, non-student invoicing must be received in University Accounting Services by this date via the CPP Non-Student Billing Request Form . Requests received after this date may be processed after July 1, 2026, and reflected in the following fiscal year.	Omar Qadamani	uas-ar_nonstd@cpp.edu
Friday, June 19, 2026	Student Check Run	Final student check run for FY 2025/26.	Natalie Yan Xochitl Martinez- Eckel	cpp-ap@cpp.edu xeckel@cpp.edu
Thursday, June 25, 2026	PCard	All state procurement card transactions must be posted by this date to be processed against FY 2025/26 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 2026/27 funds.	Janice Lam-nguyen	jlamnguyen@cpp.edu
Thursday, June 25, 2026	Designated Balances & Reserves	Self-Support and Auxiliary Enterprise units are required to submit Designated Balances and Reserves by this date for the year-end reserve entry. The Budget Office will distribute the template for completion by each area.	BP&A Analysts & Nicholas Norimoto	budget@cpp.edu
Friday, June 26, 2026	Payroll Check Run	Final payroll check run for FY 2025/26.	Natalie Yan Lindsay Roussopulos	cpp-ap@cpp.edu lroussopulos@cpp.edu

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Wednesday, July 1, 2026	New Fiscal Year	First day to enter/process activity for the 2026/27 fiscal year.	Omar Qadamani	omqadamani@cpp.edu
Wednesday, July 1, 2026	Check Run	First check run for AP for the new fiscal year, 2026/27. <i>*Note: AP pay cycle on 07/01/2026, check printing on 07/02/2026.</i>	Natalie Yan	cpp-ap@cpp.edu
Thursday, July 2, 2026	Check Run	First check run for Student, Library and Payroll for the new fiscal year, 2026/27.	Natalie Yan	cpp-ap@cpp.edu

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Reference Links:

[ATI/IT - Procurement Review](#)

[University Accounting Services – Forms](#)

[University Accounting Services - Accounts Payable](#)

[University Accounting Services - General Accounting](#)

[University Accounting Services - Concur](#)

[University Accounting Services - US Bank Corporate Travel Card Program](#)

[Procurement Services - Forms](#)

[Procurement Services - Procurement Card Program](#)

[Procurement P2P Resource Center](#)

[CSU CSUBUY Training Library](#)

[Budget Planning & Analysis - Forms](#)

[Information Technology & Institutional Planning](#)

[Information Technology & Institutional Planning - ehelp](#)