

Administrative Processing Timeline
Fiscal Year 2020/21
(for all State Funding Sources)

Due Date	Activity Type	Description	Contact	Email
Friday, March 12, 2021	ATI & IT Review	<p>Last day to submit requisitions to Accessible Technology (ATI) and Information Technology (IT) review for the acquisition of electronic and information 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 an ATI/IT Review, click ATI/IT Review or search "ATI" on eHelp after you have logged into eHelp. For more information go to https://www.cpp.edu/~accessibility/procurement/index.shtml.</p> <p><i>*Reminder: In order to meet Procurement and Support Services' processing dates, all requisitions requiring ATI approval must include an additional three (3) weeks for review.</i></p>	Carol Gonzales Judy Shui	carolhg@cpp.edu jtshui@cpp.edu
Friday, April 2, 2021	Purchase Requisitions - Formal Bidding	<p>Last day to submit requisitions to Procurement and Support Services for acquisition of items requiring formal bidding. This will allow time to comply with formal competitive bidding requirements and issue contracts or purchase orders prior to the fiscal year-end closing.</p>	Deborah Cousins	dlcousins@cpp.edu
Friday, April 9, 2021	CB - Printing Services	<p>Last day to submit Work Orders to Graphic Communications Services for printing services of \$10,000 or more. Work Orders received after this date will be processed against FY 2021/22 funds.</p>	Tierney Tait	tttait@cpp.edu
Friday, April 9, 2021	ATI & IT Review	<p>Last day to submit requisitions to Accessible Technology (ATI) and Information Technology (IT) to review for the acquisition of information communication technology items not 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 an ATI/IT Review, click ATI/IT Review or search "ATI" on eHelp after you have logged into eHelp. For more information go to https://www.cpp.edu/~accessibility/procurement/index.shtml.</p> <p><i>*Reminder: In order to meet Procurement and Support Services' processing dates, all requisitions requiring ATI approval must include an additional three (3) weeks for review.</i></p>	Carol Gonzales Judy Shui	carolhg@cpp.edu jtshui@cpp.edu

Administrative Processing Timeline
Fiscal Year 2020/21
(for all State Funding Sources)

Due Date	Activity Type	Description	Contact	Email
Friday, April 30, 2021	Purchase Requisitions - No Formal Bidding	Last day to submit requisitions to Procurement and Support Services for acquisition of items not requiring 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.	Deborah Cousins	dlcousins@cpp.edu
Monday, May 3, 2021	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 2021/22 funds.	Rita Haerr Britnii Tudor	rshaerr@cpp.edu bltudor@cpp.edu
Monday, May 3, 2021	CB - Printing Services	Last day to submit Work Order requests to Graphic Communications Services for printing services of \$9,999 or less . 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 2021/22 funds.	Tierney Tait	ttait@cpp.edu
Friday, May 7, 2021	Purchase Requisitions	Requisitions for FY 2021/22 will be processed and issued to vendors after the current fiscal year-end close. Requisitions for FY 2021/22 can be submitted to Procurement no sooner than May 7, 2021.	Deborah Cousins	dlcousins@cpp.edu
Friday, May 7, 2021	April CB's 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 2021.	Annie Zhao	awzhao@cpp.edu
Monday, May 17, 2021	May CB's 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 7, 2021. Charges incurred after this date will be processed against FY 2021/22.	Annie Zhao	awzhao@cpp.edu
Wednesday, May 26, 2021	Capital Progress Payments	Capital/Construction progress payments greater than \$250,000 must be submitted to Accounts Payable (cpp-ap@cpp.edu) by this date to ensure the activity is included in the claims submission process to the State Controller's Office (SCO).	Helen Lee	helenlee@cpp.edu

Administrative Processing Timeline
Fiscal Year 2020/21
(for all State Funding Sources)

Due Date	Activity Type	Description	Contact	Email
Wednesday, May 26, 2021	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 26, 2021.	Helen Lee	helenlee@cpp.edu
Tuesday, June 1, 2021	Direct Pay Requests	Last day to submit Direct Pay requests to Accounts Payable (cpp-ap@cpp.edu) for processing against FY 2020/21 funds. All requests received after this date will be processed against FY 2021/22.	Helen Lee	helenlee@cpp.edu
Tuesday, June 1, 2021	PO Invoices	Last day to submit PO invoices to Accounts Payable (cpp-ap@cpp.edu) to be included in the last check run for FY 2020/21.	Helen Lee	helenlee@cpp.edu
Tuesday, June 1, 2021	Corporate Travel Credit Cards	All Corporate Travel Card Monthly Summaries for the billing cycle ending May 15, 2021 must be received by University Accounting Services. Transactions for this billing cycle will be processed for FY 2020/21.	Bridget Skvarna	bmskvarna@cpp.edu
Tuesday, June 1, 2021	CFS Change Requests	Last day to submit requests for chartfield string changes or corrections to General Accounting (cppjerequest@cpp.edu) for activity posted prior to June 1, 2021.	Annie Zhao	awzhao@cpp.edu
Friday, June 4, 2021	Bronco Bookstore	Invoice's from Foundation for purchases or returns through the Bronco Bookstore must be submitted to Accounts Payable (cpp-ap@cpp.edu) for processing against FY 2020/21. All charges made after this date will be processed against FY 2021/22.	Helen Lee	helenlee@cpp.edu

**Administrative Processing Timeline
Fiscal Year 2020/21
(for all State Funding Sources)**

Due Date	Activity Type	Description	Contact	Email
Friday, June 4, 2021	Concur Travel Requests	For any in-person business-related travel occurring through June 30, 2021 that has been deemed essential, a Travel Request must be submitted and approved in Concur by end of business on June 4, 2021. Anticipated expenses will be extracted from Concur for FY 2020/21 year-end accrual reporting purposes. The Chartfield String information must be completed on the Travel Request for it to be accrued; as well as documentation of travel exception approval from the President deeming the in-person travel as essential, either via the approval workflow or attachment. Travel Requests submitted and approved after June 4, 2021 will be processed against FY 2021/22 funds. No other action is required by departments or travelers. Email requests and hard copies of Travel Requests will not be accepted.	Helen Lee	helenlee@cpp.edu
Friday, June 4, 2021	Concur Expense Reports	For any in-person business-related travel completed prior to June 1, 2021 that has been deemed essential, an Expense Report must be submitted and approved in accounting review in Concur by end of business on June 4, 2021. Actual expenses will be extracted from Concur and recorded against FY 2020/21 funds. The Chartfield String information must be completed on the Expense Report for it to be processed. Documentation of travel exception approval from the President deeming the in-person travel as essential must be included with the Expense Report, either via the approval workflow or attachment. Expense Reports submitted and approved after June 4, 2021 will be processed against FY 2021/22 funds. No other action is required by departments or travelers. Email requests and hard copies of Expense Reports will not be accepted.	Helen Lee	helenlee@cpp.edu
Monday, June 7, 2021	Requests for CPO	Last day to request a Cash Posting Order (CPO) from General Accounting for reimbursement of activity from the CO and/or other CSU campuses.	Annie Zhao	awzhao@cpp.edu

**Administrative Processing Timeline
Fiscal Year 2020/21
(for all State Funding Sources)**

Due Date	Activity Type	Description	Contact	Email
Tuesday, June 8, 2021	AP Check Run	Final AP check run for FY 2020/21. <i>*Note: AP pay cycle on 06/08/2021, check printing on 06/09/2021.</i>	Helen Lee	helenlee@cpp.edu
Wednesday, June 9, 2021	Library Check Run	Final Library check run for FY2020/21.	Helen Lee	helenlee@cpp.edu
Friday, June 11, 2021	PO Invoices	All PO invoices must be submitted to Accounts Payable (cpp-ap@cpp.edu) by June 11, 2021 in order to be processed against FY 2020/21 funds. <i>*Note: Last AP check run for FY2020/21 is on 06/08/2021, if an invoice needed to be paid prior to July 2021, please submit to AP by 06/01/2021.</i>	Helen Lee	helenlee@cpp.edu
Monday, June 14, 2021	CFS Change Requests	Last day to submit requests for chartfield string changes or corrections to General Accounting (cppjerequest@cpp.edu) for activity posted after June 1, 2021.	Annie Zhao	awzhao@cpp.edu
Monday, June 14, 2021	Corporate Travel Credit Cards	All Corporate Travel Credit Card transactions must be posted by this date. This is not the TRANSACTION DATE, but the POSTING DATE. If a purchase has not been posted by the vendor by this date, it will be charged to FY 2021/22.	Bridget Skvarna	bmskvarna@cpp.edu
Wednesday, June 16, 2021	Student Check Run	Final student check run for FY 2020/21.	Helen Lee	helenlee@cpp.edu
Monday, June 21, 2021	Budget Transfers	Last day to submit requests to transfer funds to Budget Services.	Anne-Marie Larrabure	alarrabure@cpp.edu
Monday, June 21, 2021	Requests for Invoice	Requests for third-party, non-student invoicing must be received in University Accounting Services by this date. Requests received after this date may be processed after July 1, 2021 and reflected in the following fiscal year.	Annie Zhao	awzhao@cpp.edu

**Administrative Processing Timeline
Fiscal Year 2020/21
(for all State Funding Sources)**

Due Date	Activity Type	Description	Contact	Email
Tuesday, June 22, 2021	PCard	All state procurement card transactions must be posted by this date to be processed against FY 2020/21 funds. This is not the TRANSACTION DATE, but the POSTING DATE. If a purchase has not been posted by the vendor by this date, it will be charged to FY 2021/22.	Lou Yang	louyang@cpp.edu
Wednesday, June 23, 2021	Payroll Check Run	Final payroll check run for FY 2020/21.	Connie Lizaola Helen Lee	calizaola@cpp.edu helenlee@cpp.edu
Thursday, July 1, 2021	New Fiscal Year	First day to enter/process activity for the 2020/21 fiscal year.	Annie Zhao	awzhao@cpp.edu
Tuesday, July 6, 2021	Check Run	First check run for AP for the new fiscal year, 2021/22. <i>*Note: AP pay cycle on 07/06/2021, check printing on 07/07/2021.</i>	Helen Lee	helenlee@cpp.edu
Wednesday, July 7, 2021	Check Run	First check run for Student, Library and Payroll for the new fiscal year, 2021/22.	Helen Lee	helenlee@cpp.edu