



**MEMORANDUM**

**To:** Campus Community  
**Date:** March 14, 2025  
**From:** Heather Macaulay, Associate Vice President for Business and Financial Services  
**CC:** Liz Gamez, Director of Campus Accounting and Reporting  
**Re:** Fiscal Year End Schedule and Deadlines for FY 2024-2025

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In preparation for the close of fiscal year ending June 30, 2025, the following deadlines have been established to ensure year-end close processes are completed timely and all financial data and reports are accurate and complete. These deadlines enable the University to meet the financial reporting requirements of the State Controller's Office, CSU Chancellor's Office, and various other government and non-governmental agencies.

Financial and business services will host two year-end training/workshops to review year-end deadlines and provide campus users the opportunity to ask questions and request assistance with submitting paperwork. There will be a few changes to year-end processes and timelines due to CSUBUY Procure-to-Pay (P2P). Additionally, there are a few new deadlines for BK001 fund activity. As a result, attendance at one of the year-end training sessions is highly encouraged.

The workshops will be held via zoom on Thursday, April 3<sup>rd</sup> from 2-4pm and Monday April 7<sup>th</sup> from 9-11am.

Clickable Zoom links are below:

Thursday, April 3<sup>rd</sup> - Clickable Zoom link is [Zoom Link - YE Training, April 3rd](#)

Monday, April 7<sup>th</sup> - Clickable Zoom link is [Zoom Link - YE Training April 7th](#)

**Business and Financial Services**

California State University, Bakersfield

9001 Stockdale Hwy. • Mail Stop: 39 ADM • Room ADM 109 • Bakersfield, CA 93311

## Year-end Deadline Summary

- April 18, 2025 Labor Cost Distribution (LCD) Payroll Moves for March 2025.
- May 2, 2025 Direct Pays and invoices through April 30, 2025.
- May 2, 2025 Chargebacks through April 30, 2025.  
Journal entries for transactions through April 30, 2025.
- May 2, 2025 **BK001** Journal entries for transfers to BK001 for fiscal year June 30, 2025. No journal entries including payroll moves with transfers-in will be allowed following May 2<sup>nd</sup>.
- May 5, 2025 Billing request forms for activity through April 2025.
- May 8, 2025 **BK001** Requisitions \$5,000 or greater submitted in CSUBUY Procure-to-Pay (P2P) with all required department approvals and received by Procurement.  
  
**Non-BK001** Requisitions \$25,000 or greater, including Public Works projects, submitted in CSUBUY Procure-to-Pay (P2P) with all required department approvals and received by Procurement.
- May 9, 2025 Travel claims for travel ending through April 25, 2025.
- May 20, 2025 Labor Cost Distribution (LCD) Payroll Moves for April 2025. See May 2<sup>nd</sup> for **BK001** deadline.
- May 29, 2025 **BK001** Requisitions less than \$5,000 submitted in CSUBUY P2P with all required department approvals and received by Procurement.  
  
**Non-BK001** Requisitions less than \$25,000 submitted in CSUBUY P2P with all required department approvals and received by Procurement.
- June 2, 2025 Direct Pays and invoices through the month of May 2025.  
Chargebacks for the month of May 2025.  
**Non-BK001** Journal entries for the month of May 2025.
- June 5, 2025 Billing request forms for the month of May 2025.  
Travel claims through May 2025.  
Billing request forms for activity for the month of June 2025.  
Direct Pays and invoices for the month of June 2025.  
Travel claims through June 4, 2025.  
Travel estimates for travel from April 8 through June 30, 2025.
- June 20, 2025 Labor Cost Distribution (LCD) Payroll Moves for May 2025. See May 2<sup>nd</sup> for **BK001** deadline.
- June 20, 2025 Budget transfers for FY24/25.

**Note: For guaranteed processing, all items must be received by 5:00pm on the dates listed above.**

# Year-End Deadline Summary by Department for Fiscal Year 2024-2025

## **Accounting and Reporting** (e-mail: [accounting@csub.edu](mailto:accounting@csub.edu))

All chargebacks submitted by each respective service provider are generally posted in the following month. As a result, all chargebacks for each fiscal year will be for charges from June to May. All June 2025 chargebacks will be processed and posted in the next fiscal year.

### **Chargebacks through May 2025**

Deadline to submit chargebacks: June 2, 2025.

CCP Use Tax	Contact: Michael Hufnagel
Copier Program	Contact: Lexis Hanssen
Fingerprinting	Contact: Adam Bye
Facilities Work Orders	Contact: Adam Bye
Hot Spot/Mobile Internet Access	Contact: Michael Hufnagel
Parking	Contact: Emily Azamar
Photo ID	Contact: Emily Azamar
Postage and Courier	Contact: Emily Azamar
Printshop/Reprographics	Contact: Lexis Hanssen
Telecommunications	Contact: Michael Hufnagel
Telecomm (Cell/Equipment)	Contact: Michael Hufnagel
Voyager	Contact: Emily Azamar

### **NEW DEADLINE**

#### **BK001 Expenditure Transfers for fiscal year June 30, 2025**

Deadline to submit BK001 transfers: **May 2, 2025**

This deadline applies to any expense transfers **into** BK001 only. Department expense transfers within BK001 or transfers between non-BK001 funds are allowed through June 2, 2025 (see below).

CMP Expenditure transfers	Contact: <a href="mailto:accounting@csub.edu">accounting@csub.edu</a>
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#### **Non-BK001 Expenditure Transfers through May 2025**

Deadline to submit expense transfers: June 2, 2025

CMP Expenditure transfers	Contact: <a href="mailto:accounting@csub.edu">accounting@csub.edu</a>
ASI Expenditure transfers	Contact: <a href="mailto:studentaffairsaccounting@csub.edu">studentaffairsaccounting@csub.edu</a>
FDN Expenditure transfers	Contact: <a href="mailto:foundationaccounting@csub.edu">foundationaccounting@csub.edu</a>
SPA Expenditure transfers	Contact: <a href="mailto:spaaccounting@csub.edu">spaaccounting@csub.edu</a>
STU Expenditure transfers	Contact: <a href="mailto:studentaffairsaccounting@csub.edu">studentaffairsaccounting@csub.edu</a>

## **Grants and Sponsored Program Activities** (email: [spaaccounting@csub.edu](mailto:spaaccounting@csub.edu))

All grant-related paperwork needs to be approved by SPA Post-Award, prior to being submitted to other departments. To meet designated deadlines, all paperwork must be received in SPA Post-Award one week before campus deadlines.

### **SPA Grants**

SPA Accounting will manually accrue all FY 2024-25 invoices submitted to Post Award by **noon** July 8<sup>th</sup>.  
*(All grant-related paperwork is due in Post Award by **July 3, 2025**)*

Manual accrual list must be submitted to the SPA Accountant for all individual FY 2024-25 invoices greater than \$100 that were not submitted to Post Award by July 3<sup>rd</sup> deadline, must be submitted by July 11, 2025.

*If you have any questions, contact Gipsy Mejia at x2875*

## **Budget Office** (email: [ORG-Budget@csub.edu](mailto:ORG-Budget@csub.edu))

### **Budget Transfers**

Deadline to submit budget transfers: June 20, 2025.

If you have any questions, please contact Natasha Hayes, ext.2263.

## **Payment Services and Travel** (email: [accounts\\_payable@csub.edu](mailto:accounts_payable@csub.edu))

Invoices, Direct Pay, Travel, or other documents received after the deadlines will be processed and posted in the next fiscal year. In addition, any incomplete paperwork (i.e. paperwork missing chartfield, signatures, or supporting documentation) will be processed and posted in the next fiscal year.

Before submitting any grant-related paperwork to Payment Services, please ensure all paperwork is approved by SPA Post-Award prior to submission.

### **Procurement Card (ProCard)**

- The ProCard June billing cycle: May 11<sup>th</sup> to June 10, 2025.
- The Procard reconciliation period for June statement: June 11 - 20, 2025.  
Note: Use tax charges assessed on Procard purchases during the June billing cycle will be posted in the next fiscal year.

### **Invoices and Direct Pays**

- Deadline to submit for invoices/DP's through April 25<sup>th</sup> is May 2, 2025.
- Deadline to submit for invoices/DP's from April 28<sup>th</sup> thru May 31<sup>st</sup> is June 2, 2025.
- Deadline to submit for June 2025 transactions is June 5, 2025.

### **Travel Claims**

Deadline to submit travel claims for travel through April 26<sup>th</sup> is May 9, 2025.

Deadline to submit travel claims for travel through June 4<sup>th</sup> is June 5, 2025.

All travel expenses not submitted by deadlines above will be processed and posted to the next fiscal year.

### **Travel Accruals**

Deadline to submit travel accruals is June 5, 2025.

Please note that travel expenses prior to April 7<sup>th</sup> will not be accrued, so all travel claims must be submitted by deadlines for guaranteed processing in this fiscal year. To accrue travel starting on April 7<sup>th</sup> through June 5<sup>th</sup> use the [FY24-25 Travel Accrual PowerForm](#). Please do not submit travel accruals if a travel claim is being processed.

If you have any questions, please contact Hillary Castellano, ext.3568.

### **Direct-Billed Travel Expenses (Concur, Uniglobe, car rentals, local hotels)**

Invoices for car rentals and local hotels are processed based on the date received. If both the vendor invoice and the Charge Request are submitted by June 5, 2025, the invoice will be processed in FY24/25.

Uniglobe expenses posted after June 5, 2025, and charges with missing Charge Request forms will be posted to the next fiscal year.

## **Payroll** (email: [hr@csub.edu](mailto:hr@csub.edu))

To meet reporting requirements, the Campus reports on a June through May operating cycle. This process is consistent with most of the CSU campuses and will maintain 12 months of payroll expenses in the fiscal year. With respect to grant programs, these year-end deadlines must be met in addition to any specific deadlines set by grant award sponsors.

Deadline is Friday, June 13, 2025.

**If you have any questions, please contact Lucero San at x 6267.**

### **NEW DEADLINE**

Any payroll moves **into** BK001 must be submitted by May 2, 2025.

Following deadlines relate to payroll moves out of BK001 as well as non-BK001 payroll moves:

**March 2025 LCD Payroll moves due April 18, 2025.**

**April 2025 LCD Payroll moves due May 20, 2025.**

**May 2025 LCD Payroll moves due June 20, 2025.**

**June 2025 LCD Payroll moves due July 18, 2025.**

***June Payroll will be posted by the end of June 2025; payroll moves processed in next fiscal year.***

All monthly June **Payroll** dated on or before July 1, 2025, will be charged to FY 2024-25 budget. Employees that are paid for June on July 14, 2025, will be charged to the FY 2025-26 budget (this includes prior pay period late time). Hourly and Special Consultant Payroll for Grant programs ending June 30, 2025, must be submitted to HR/Payroll by June 13, 2025, for these transactions to be charged to FY 2024-25.

**If you have any questions, please contact Tina Williams at ext. 3205**

## **Procurement and Contract Services** (email: [procurement@csub.edu](mailto:procurement@csub.edu))

Please include all necessary supporting documentation with a requisition, including approvals or authorizations, quotes, contracts, etc. When feasible, use the Procurement Credit Card (ProCard) for routine low value commodity purchases.

**If you anticipate any issues in meeting these deadlines, please contact Procurement.**

### **NEW BK001 DEADLINE**

BK001 Purchases of **\$5,000 and greater** must be submitted in CSUBUY P2P with required approvals and received by Procurement by **Thursday, May 8, 2025.**

BK001 Purchases **under \$5,000** must be submitted in CSUBUY P2P with required approvals and received by Procurement by **Thursday, May 29, 2025.**

Non-BK001 Purchases of **\$25,000 and greater**, including **Public Works projects**, must be submitted in CSUBUY P2P with required approvals and received by Procurement by **Thursday, May 8, 2025.**

Non-BK001 Purchases **under \$25,000** must be submitted in CSUBUY P2P with required approvals and received by Procurement by **Thursday, May 29, 2025.**

**Note:** Any requisitions not submitted and approved by the deadlines above will be held for processing in **FY2025-26**. Procurement cannot guarantee any requisitions submitted by due dates above will be processed in FY 2024-25 if additional approvals are needed or processes required, such as contract creation or bid process.

Invoices for services rendered must be received by June 5, 2025, in Payment Services to be paid from the FY 2024-25 budget. This deadline does not apply to grants. *Please refer to the Grants and Sponsored Programs related activities section of this memo.*

### **Future FY 2025-2026 Requisitions submitted in current FY 24-25**

Requisitions for the new fiscal year may be submitted in CSUBUY P2P beginning Monday, June 2, 2025. Remember to enter an accounting date (field in P2P) of July 1, 2025, or later and add comment: *“PO is for FY 2025-26.”* POs processed will be held for release until July 3, 2025, unless there is a critical need to release early (contact Procurement and provide justification).

All requisitions submitted early for FY 2025-26 will go to Procurement for processing, including punchout catalog items (i.e. Staples, Amazon). Punchout catalog orders cannot be held for processing until July 3, please process these orders in CSUBUY Marketplace on Procard. Procard deadlines apply.

This process only applies to requisitions submitted for FY 2025-26 from June 2nd through July 2, 2025.

### **Annual Renewals and Blanket Purchase Orders**

Annual renewals and blanket PO requisitions can be submitted beginning Monday, June 2, 2025. Please be sure

to input the accounting date (will be required field in P2P) of July 1, 2025, or later and add comment: "*annual renewal or blanket PO for FY 2025-26*". POs will be held for release until July 3, 2025. **As of July 3, the accounting date and comment will no longer be necessary.**

For blanket POs that include both services and goods, please create a separate line for services (non-taxable) and goods (taxable).

## **Student Financial Services** (email: [sfs@csub.edu](mailto:sfs@csub.edu))

**Petty Cash** through June 5<sup>th</sup> are due on June 5, 2025.

**Note:** Petty Cash vouchers submitted after June 5, 2025, will be posted to the next fiscal year. If you have any questions, please contact Cashiering at x 6204.

### **Billing Request Forms:**

April 2025 Billing Request Forms are due May 5, 2025.

May 2025 Billing Request Forms are due June 5, 2025.

June 2025 Billing Request Forms are due June 5, 2025.

If you have any questions concerning the Billing Request Forms, please email Accounts Receivables at email address below: [accounts\\_receivable@csub.edu](mailto:accounts_receivable@csub.edu)

***All billing requests submitted after this date will be processed in FY 2025-26.***