HSU, HSUF, SPF and AS
Fiscal Year 2019/2020 Critical Year-End Date Memo

- Documents must be received by the Critical Year-End Date
- Since closing out 2019/2020 activity may take longer due to working remotely, the accounting office recommends beginning as soon as possible. As a courtesy the accounting office will be reaching out to remind individuals to close open travel requests.

### Accounts Payable
https://procurement.humboldt.edu/accounts-payable

<table>
<thead>
<tr>
<th>Description</th>
<th>Critical Year-End Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payment Request Forms (Direct Pay, Hospitality, Guest Lecturer, Employee Recruitment, etc.) with appropriate attachments</td>
<td>June 5, 2020</td>
</tr>
<tr>
<td>Accounts Payable Change Requests</td>
<td>June 12, 2020</td>
</tr>
<tr>
<td>Invoices against current year BLANKET Purchase Orders</td>
<td>June 19, 2020</td>
</tr>
<tr>
<td><strong>ProCard</strong> charges appearing on June Statement will post by June 30</td>
<td>June 15, 2020</td>
</tr>
<tr>
<td><strong>ProCard</strong> June Reconciliations due to Accounts Payable by 10AM</td>
<td>June 23, 2020</td>
</tr>
</tbody>
</table>

### Requisition and Purchase Order Transactions
http://procurement.humboldt.edu/requisition-purchase-order-po

<table>
<thead>
<tr>
<th>Description</th>
<th>Critical Year-End Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Requisitions <strong>over</strong> $50,000 must be approved and budget checked</td>
<td>May 8, 2020</td>
</tr>
<tr>
<td>Requisitions <strong>under</strong> $50,000 must be approved and budget checked</td>
<td>June 19, 2020</td>
</tr>
<tr>
<td>Purchase Order Change Requests</td>
<td>June 12, 2020</td>
</tr>
<tr>
<td>All Blanket Purchase/Service Orders will be closed, no exceptions</td>
<td>June 30, 2020</td>
</tr>
<tr>
<td>Begin Entering 2020/2021 Requisitions</td>
<td>May 4, 2020</td>
</tr>
</tbody>
</table>
### Payroll Transactions

**Description**

- Payroll Expenditure Adjustments
- College Work Study Vouchers
- **ALL** payroll documentation for appointments and separations for 2019/2020

**Critical Year-End Dates**

- Payroll Expenditure Adjustments: May 1, 2020
- College Work Study Vouchers: May 20, 2020
- ALL payroll documentation: June 12, 2020

---

### Accounting Transactions

**Description**

- Non-payroll expenditure/cash transfers
- Invoicing Request (Any billings for activity prior to 7/1/2019 will NOT be processed)
- Cash Posting Order (CPO) requests

**Critical Year-End Dates**

- Non-payroll expenditure/cash transfers: June 19, 2020
- Invoicing Request: June 12, 2020
- Cash Posting Order: June 12, 2020

---

### Budget Transactions

**Description**

- Budget transfers (HMCMP only)

**Critical Year-End Dates**

- Budget transfers: May 29, 2020

---

**Accounts Payable:**

- Request for Direct Pay/Hospitality/Guest Lecturer/Employee Recruitment, etc. must be received, along with the appropriate support documentation by the posted cutoff date in order to be paid against the 2019/2020 budget.

- To change chart fields on paid transactions please use the Change Request Form, which can be found at [https://forms.humboldt.edu/change-request-form](https://forms.humboldt.edu/change-request-form). This form should be submitted to Accounts Payable as soon as possible, and will not be guaranteed after the posted deadline. Requests received after the deadline will be processed as time allows.

- Invoices against this year’s Blanket Purchase Orders must be approved by appropriate departments and received in Accounts Payable by June 19th to ensure processing before the PO is closed on June 30th.

---

**Procurement:**

- Purchase Requisitions over $50,000 must be approved and budget checked by the
posted cutoff date. This is necessary in order to comply with the CSU formal solicitation (bid) process.

- Purchase Requisitions **under** $50,000 must be approved and budget checked by the posted cutoff date.

- All Blanket Purchase/Service Orders will be closed on June 30th and any remaining balance will be disencumbered, no exceptions. Any invoices dated prior to July 1, 2020 received after the Blanket Purchase/Service Order has been closed must be processed as a direct pay and will be paid against the 2020/2021 budget.

- **ProCard** – Transactions posted to the statement ending June 15th will be expensed in fiscal year 2019/2020.
  - Note: Transactions usually take several days from order date before they post to the statement, so make sure to allow for that lag time if you want the expense in fiscal year 2019/2020.

- **ProCard** statements are due to Accounts Payable no later than June 23rd at 10:00 am

- To change chart fields on purchase orders please use the Change Request Form, which can be found at [https://forms.humboldt.edu/change-request-form](https://forms.humboldt.edu/change-request-form). This form should be submitted to Accounts Payable as soon as possible, and will not be guaranteed after the posted deadline. Requests received after the deadline will be processed as time allows.

**Payroll:**

- Intermittent hourly and student assistant will be processed according to regular monthly processing procedures.

- Time sheets for all Federal Work Study students must be received by the Payroll Office no later than the posted date to be paid from Federal Work Study funds. Time sheets received after this date **cannot** be processed as Work Study. Consequently, there can be no reimbursement for the late payroll and the department or off-campus employer will be liable for the full payroll cost because any late vouchers will be processed as Student Assistants.

- Any payroll adjustments need to be received by the Payroll Office by May 1st to be included in the May pay tape (not June).

- **ALL** payroll documentation for appointments and separations for 2019/2020 must be received in the Payroll Office by the posted date to be processed for June payroll.
General Accounting:
- Non-payroll and non-accounts payable expenditure transfers requests should be submitted as soon as possible via email. Requests received after the deadline will not be processed in the current 2019/2020 fiscal year.
- Cash transfer requests within CSU fund 496 should be submitted via email by the person authorized by the trust agreement to spend funds from where the funds are being transferred out of. These requests should be submitted as soon as possible, and will not be guaranteed after the posted deadline. Requests received after the deadline will be processed as time allows.
- CPO Request cut-off date is June 12th for guaranteed processing with the CO.

Accounts Receivables:
- Invoicing requests should be submitted as soon as possible, and will not be guaranteed after the posted deadline. Invoicing requests received after the deadline will be processed as time allows.

Budget:
- Requests to revise budgets should be submitted as soon as possible, and by May 29th at the latest. Transfers received after May 29th will only be posted on an exception basis.

General:
**Questions** should be directed to Business Services Info and Drop off Center, Student Business Services Building, Room 345, extension (707) 826-3512.