CAL POLY HUMBOLDT

Fiscal Year 2021/2022 Critical Year-End Date Memo

Campus, Foundation, Sponsored Programs Foundation and Associated Students

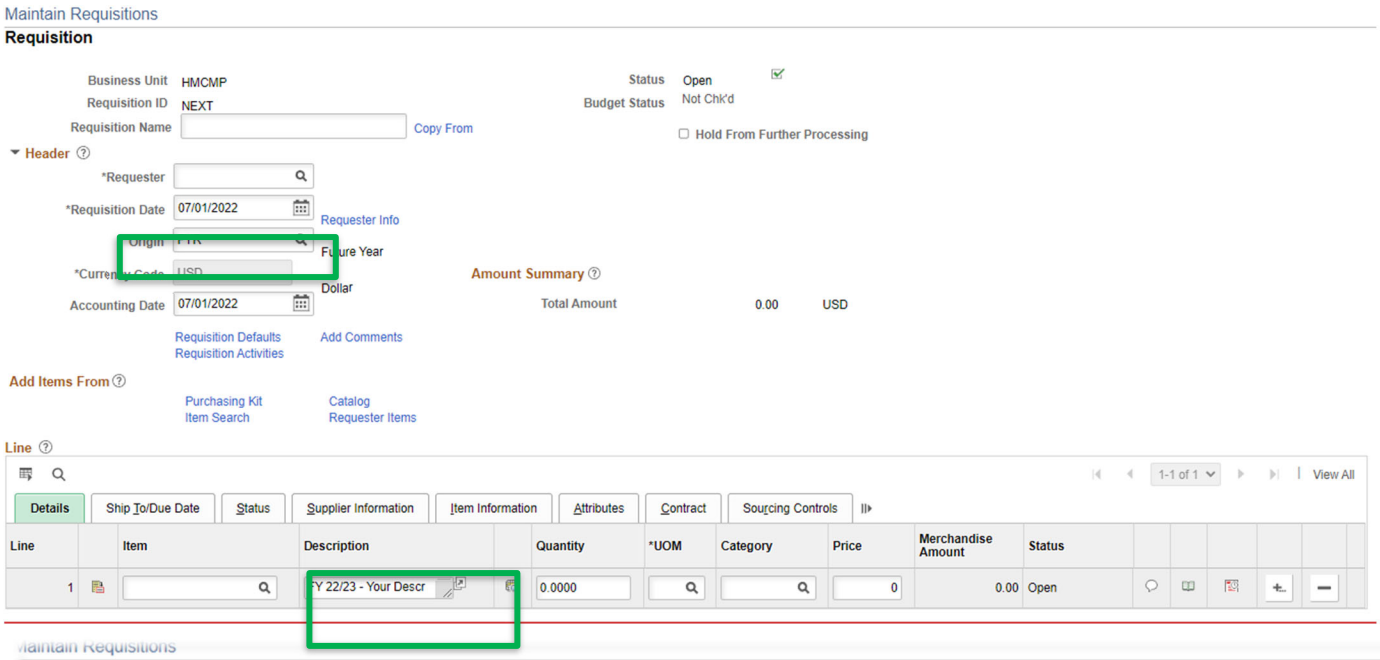
Documents must be received by the Critical Year-End Date Herein

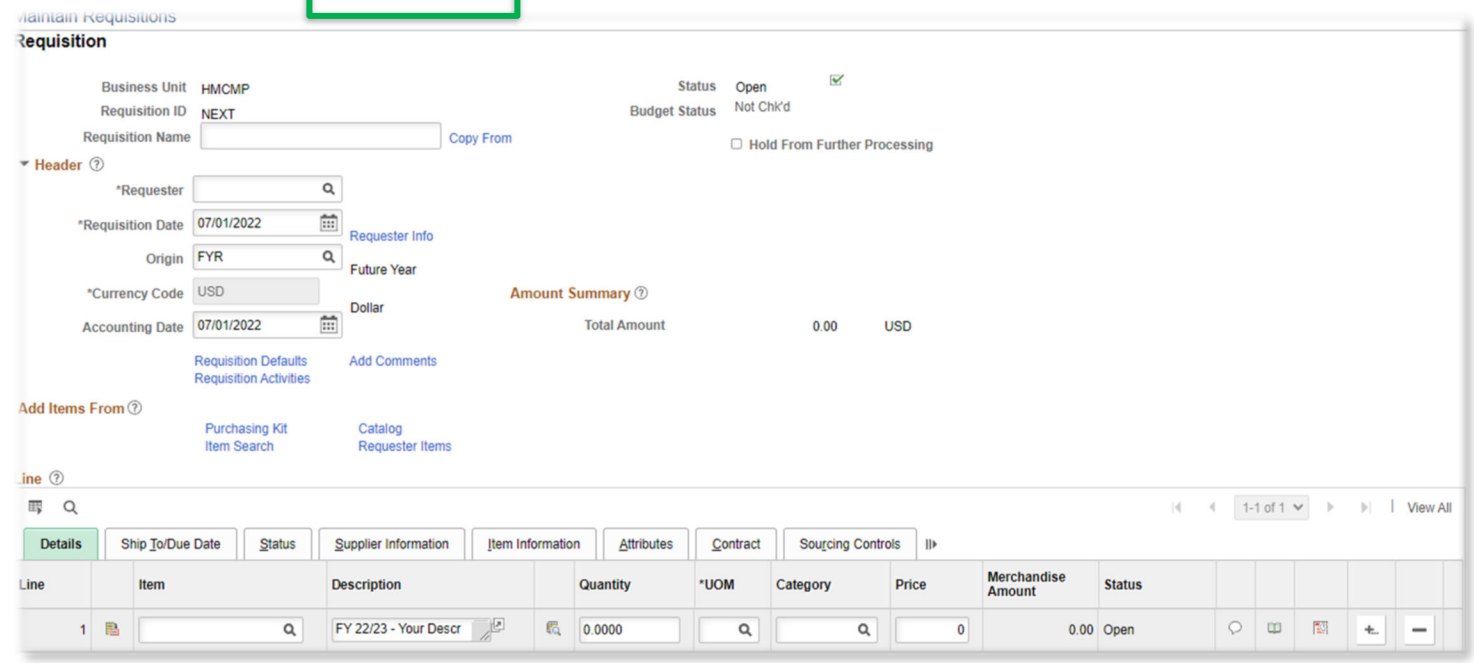
Accounts Payable https://procurement.humboldt.edu/accounts-payable Migration of submitted docs from EDM Group to CSUBuy takes 2-3 days. Please plan for docs to be received in CSUBuy by cutoff dates. Thanks!	
Description	**Critical Year-End Dates**
Payment Request Forms (Direct Pay, Hospitality, Guest Lecturer, Employee Recruitment, etc.) with appropriate attachments/approvals	June 1, 2022
Accounts Payable Change Requests	June 6, 2022
Invoices against current year BLANKET Purchase Orders	June 13, 2022
ProCard charges appearing on June Statement will post by June 28	June 17, 2022
ProCard June Reconciliations due to Accounts Payable by 10AM	June 24, 2022

Requisition and Purchase Order Transactions http://procurement.humboldt.edu/requisition-purchase-order-po	
Description	**Critical Year-End Dates**
Requisitions **over** $50,000 must be approved and budget checked	May 6, 2022
Requisitions **under** $50,000 must be approved and budget checked	June 17, 2022
Purchase Order Change Requests	June 10, 2022
Begin Entering 2022/2023 Requisitions	May 2, 2022
All Blanket Purchase/Service Orders will be closed, no exceptions	June 27, 2022

CAL POLY HUMBOLDT

Fiscal Year 2021/2022 Critical Year-End Date Memo





CAL POLY HUMBOLDT

Fiscal Year 2021/2022 Critical Year-End Date Memo

Payroll Transactions https://payroll.humboldt.edu/	
Description	**Critical Year-End Dates**
Payroll Expenditure Adjustments	May 2, 2022
College Work Study Vouchers	May 16, 2022
ALL payroll documentation for appointments and separations for 2021/2022	June 10, 2022

Accounting Transactions https://www2.humboldt.edu/financialservices/accounting	
Description	**Critical Year-End Dates**
Non-payroll expenditure/cash transfers	June 17, 2022
Invoicing Request (Any billings for activity prior to 7/1/2021 will **NOT** be processed)	June 10, 2022
Claims processing-realignment of project funding sources for processing of claims	May 16, 2022
Analysis and reclassifications related to reverting project funds	May 16, 2022

Budget Transactions http://budget.humboldt.edu/	
Description	**Critical Year-End Dates**
Budget transfers (HMCMP only)	May 27, 2022

CAL POLY HUMBOLDT

Fiscal Year 2021/2022 Critical Year-End Date Memo

Facilities https://facilitymgmt.humboldt.edu/	
Description	**Critical Year-End Dates**
Work order prioritization and indication of work requests no longer needed	May 6, 2022
Submission of any billable work order requests for completion/billing in FY21/22, including furniture purchase requests for approval.	May 6, 2022

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 2021/2022 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. 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 20th to ensure processing before the PO is closed on June 27th.

° Travel will continue to be processed as in the prior months. Travel that has been completed by the last day of the fiscal year, which has not yet been submitted on a Travel Expense Claim, will remain encumbered if it went through the paper process. Travel that has not been completed by the end of the fiscal year will also remain encumbered. Travel that has a completion date of more than 90 days after the beginning of fiscal year 2022/2023 will not be encumbered in fiscal year 2021/2022 unless approved by the Vice President, Administration & Finance (This does not apply to SPF). An accrual will be made for any Concur travel that has taken place, but has not been expensed in Concur.

° Please direct any questions to accountspayable@humboldt.edu

CAL POLY HUMBOLDT

Fiscal Year 2021/2022 Critical Year-End Date Memo

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 27th and any remaining balance will be disencumbered, no exceptions. Any invoices dated prior to July 1, 2022 received after the Blanket Purchase/Service Order has been closed must be processed as a direct pay and will be paid against the 2022/2023 budget.

° **ProCard** - Transactions posted to the statement ending June 16th will be expensed in fiscal year 2022/2023.

- 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 2021/2022.

° **ProCard** statements are due to Accounts Payable no later than June 24th 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. This form should be submitted to Procurement as soon as possible, and will not be guaranteed after the posted deadline. Requests received after the deadline will be processed as time allows.

° Please direct any questions to procure@humboldt.edu

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 May 20th in order 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 2nd to be included in the May pay tape (not June).

° ALL payroll documentation for appointments and separations for 2021/2022 must be received in the Payroll Office by the posted date to be processed for June payroll.

° Please direct any questions to payroll@humboldt.edu

CAL POLY HUMBOLDT

Fiscal Year 2021/2022 Critical Year-End Date Memo

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 2021/2022 fiscal year.

° Cash transfer requests within CSU fund 496 will continue to be processed as in the prior months. Cash transfer requests may be submitted using either email or memo 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 14th for guaranteed processing with the CO.

° Please direct any questions to accounting@humboldt.edu

Accounts Receivable:

° 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.

° Please direct any questions to accountsreceivable@humboldt.edu

Budget:

° Requests to revise budgets should be submitted as soon as possible, and by May 27th at the latest. Transfers received after May 27th will only be posted on an exception basis.

° Please direct any questions to budget@humboldt.edu

Facilities:

° New requests for Facilities Management services submitted between May 6th and June 30th will be put on hold until July 1st, 2022.

° Please direct any questions to facilitymgmt@humboldt.edu