

Important Note: Transactions or requests received by the cut-off dates allow for normal processing times and inclusion within 2018-2019. Any items received after the cut-off dates will be processed as time allows.

Contact Information: Please contact individuals or departments as shown below, or Finance Connect at financeconnect@sjsu.edu or 4-1558.

Cut-Off Date	Transaction	Description	Contact
Monday, April 22	E&IT Requisitions	Electronic & Information Technology (E&IT) requisitions must be <u>fully approved</u> in FTS by this date. E&IT is any information technology equipment or interconnected system or subsystem of equipment that is used in the electronic creation, conversion, or duplication of data or information.	Contracts & Purchasing Services
	Requisitions over \$50k	Requisitions for items requiring formal bidding must be fully approved in FTS by this date.	Contracts & Purchasing Services
Monday, May 6	Furniture	Requisitions for furniture purchases, including those for freestanding furniture, modular panel systems, modular components and related design services, must be fully approved in FTS by this date. FD&O permit may be required.	Contracts & Purchasing Services
Tuesday, May 14	GoCard Charges	Last day of the credit card statement periods for GoCard and Procurement Card purchases against FY 2018-19 funds. Charges incurred after these dates will be expensed in 2019-20.	GoCard: Maggie DeLaMere 4-1572
Tuesday May 21	ProCard Charges	Note: Items charged close to last day of statement period may not be included in the current fiscal year. Posting date is dependent on the suppliers' processing dates.	ProCard: Sara Tipton 4-1569
Friday, June 7	Blanket Orders & Service Orders	Final day to purchase against commodity blanket orders and non-scheduled service blanket orders (e.g. computer repair, vet services, etc.).	Contracts & Purchasing Services
	Requisitions	Purchase requisitions for items not requiring formal bidding must be fully approved in FTS by this date. This will allow time to issue contracts or purchase orders prior to the fiscal year end closing.	Contracts & Purchasing Services
	Change Order Requests	Final submission date to increase/decrease blanket order and service order dollar amounts. Departments are encouraged to liquidate stale encumbrances.	Contracts & Purchasing Services
Thursday, June 13	Department Chargebacks and Billing Requests to Outside Customers, and CPOs (Cash Posting Orders)	Cut-off for billing uploads, Facilities, UPD, copier meter readings, postage charges and CPOs. Charges will post by June 22nd.	Tam Vu 4-1667 For CPOs: Juanita Ceniza 4-1668

Cut-Off Date	Transaction	Description	Contact
Friday, June 14	Travel Reimbursements, Direct Payment & Employee Reimbursement Requests, and e-Invoices	Travel Reimbursements, Direct Payment and Employee Reimbursement requests must be fully approved in FTS by this date. Submit PO invoices via e-Invoice portal in FTS with approval to pay or receipt information when required. Please respond quickly to requests for approval or receiving.	Travel: Maggie DeLaMere 4-1572 Non-travel: Accounts Payable
	Petty Cash Reimbursements	Final submission date for Petty Cash reimbursements. Expenses submitted for reimbursement after this date will be charged to FY 2019-20 regardless of when the actual expense was incurred.	Cashiering Services 4-1630
Thursday, June 20	Check Run	Last AP check processing for FY 2018-19.	Accounts Payable & Finance Support
Monday, June 24	Purchase Orders	Final day to close all prior and current year Purchase Orders (unless specifically asked to keep open)	Contracts & Purchasing Services
Friday, June 28	Deposits	<u>Deadline</u> is 3:00 PM on this last day to make cash and check deposits in the Bursar's Office.	Cashiering Services 4-1630
	Budget & Expense Journals	FTS budget and expense journals and HR expense journals must be <u>fully approved</u> by this date to post in FY 2018-19.	Budget & Financial Management