

Important Note: Transactions or requests received by the cut-off dates allow for normal processing times and inclusion within 2019-2020. Any items received after the cut-off dates will be processed as time allows.

Cut-Off Date	Transaction	Description	Contact
Monday April 20	E&IT Requisitions	All Electronic & Information Technology (E&IT) requisitions, regardless of dollar amount, must be fully approved 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.	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 4	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 12	GoCard Charges	Last day of the credit card statement periods for GoCard and Procurement Card purchases against 2019-20 funds. Charges incurred after these dates will be expensed in 2020-21.	GoCard Jasmine Velazquez 4-1674
Tuesday May 19	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 Jill Joy 4-1685
Friday June 5	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
Friday June 12	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 website with approval to pay or receipt information when required. Please respond quickly to requests for approval or receiving.	Travel: Jazmine Velasquez 4-1674 Non-travel: Tammy 4-1572
Friday June 12	Petty Cash Reimbursements	Final submission date for Petty Cash reimbursements. Expenses submitted for reimbursement after this date will be charged to 2019-20 regardless of when the actual expense was incurred.	Cashiering Services 4-16180
Thursday June 18	Department Chargebacks and Billing Requests to Outside Customers, and CPOs	Cut-off for billing uploads, Facilities, UPD, copier meter readings, postage charges and CPOs. Charges will post by June 25th.	Debbie Vongamath 4-1666 For CPOs- Tam 4-1667;Li 4-1669
Monday June 22	Purchase Order	Final day to close all prior and current year Purchase Orders (unless specifically asked to keep open)	Contracts & Purchasing Services
Tuesday June 23	Check Run	Last AP check processing for FY19-20	Accounts Payable & Finance Support
Wednesday June 24	Budget & Expense Journals	FTS budget and expense journals and HR expense journals must be fully approved by this date to post in 2019-20.	Budget & Financial Management
Tuesday June 30	DEPOSITS	<u>Deadline is 3:00PM</u> on this last day to make cash and check deposits in the Bursar's Office.	Cashiering Services 4-1630

Contact Information: Please contact individuals or departments as shown above, or Finance Support at 4-1558. See Finance staff assignments at Directory By Department: http://www.sjsu.edu/finance/directory/directory_bydept/purchasing_directory/index.html