Following is the year-end deadline schedule for all expenditures from General Funds accounts. These deadlines pertain to all accounts starting with 1-11, 1-14, 1-15, and 1-16 and Lottery Funds. If you have questions regarding a particular fund, please contact the Budget Office for clarification.

April 13 PAYROLL DEADLINES, FACULTY: All Spring quarter faculty appointments must be submitted to the Payroll Office by April 13.

May 4 WORK ORDERS: Final requests reflecting acceptance of Facilities Services’ estimate of the cost of work to be completed, listing the proper current fiscal year account number to be charged and signed by an authorized party, must be received in the Facilities Services’ office no later than May 4. Any requests received after May 4 will be charged to the following fiscal year budget.

May 18 TRAVEL COSTS: Trips that have been taken prior to May 18 must have a Travel Claim (Std. Form 262) submitted to Accounting by May 18. Trips that will be taken after May 18 must have a Travel Authorization (Form CSUSB 265) submitted to Accounting by May 18.

May 18 CAMPUS STORES: Requisitions for items from Campus Stores to be charged to the 2000-01 budget must be received by Campus Stores by May 18. Requisitions received after May 18 will be filled as soon as possible and will be charged to the following fiscal year.

May 25 MAIL COSTS: All costs for mail processed after May 25 will be charged to the following fiscal year budget.

May 25 OFFICE DEPOT: All Office Depot purchases must be input by May 25 to be charged to the 2000-01 budget.

May 31 TELEPHONE CHARGES: All telephone charges after May 31 will be charged to the following fiscal year budget.
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SUBMITTAL DEADLINES

STATE FUNDS BUDGET

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May 31  STATE AND ENTERPRISE VEHICLE CHARGES: Charges for campus and Enterprise vehicle usage after May 31 will be charged to the following fiscal year budget.

June 1  TRANSFER OF EXPENSES: Requests for transfer of expenses between funds, such as General fund and Lottery, must be received in the Accounting Office by June 1. Transfers requested via the Accounting Web site must also be received by June 1. Note: Transfers from current year to prior year are no longer allowed.

June 1  PURCHASES: All purchase requisitions, regardless of dollar amount, must be entered electronically in the purchasing system or hard copy received in the Purchasing Office by June 1. If any type of approval is required, it must be obtained prior to submittal to the Purchasing Office.

June 1  DUPLICATING REQUESTS: Requests will be accepted for the current fiscal year budget by the Duplicating Center until June 1. Requests received after June 1 will be processed as soon as possible and charged to the following fiscal year.

June 11 PETTY CASH: All petty cash slips and vouchers must be submitted to the Bursar’s Office no later than June 11.

June 11 PROCUREMENT CREDIT CARDS: The last day to use the procurement credit cards for purchases from the 00/01 fiscal year is June 11. Since these purchases will not be encumbered prior to the end of the year, departments should leave fund balances available for these obligations.

June 15 TRANSFER OF EXPENSES, GENERAL FUND: Requests for transfer of expenses between General Fund accounts (including 117 Reimbursed Activity Accounts) must be received in the Accounting Department by June 15.

June 15 REQUEST FOR CHARGEBACK: Requests for chargebacks must be received in the Accounting Department by June 15. Requests received after this date will be processed after July 1 and will be reflected as credits/debits to the following fiscal year budget.
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STATE FUNDS BUDGET

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June 15  DIRECT EXPENDITURES: All requests for direct expenditures, such as subscriptions and memberships, must be received in the Accounting Office by June 15.

June 15  INDEPENDENT CONTRACTORS: Independent Contractor forms must be submitted to the Accounting Office by June 15 for any expenditures to be made through June 30 for Independent Contractors.

June 15  REQUEST FOR INVOICE: Requests for invoicing must be received in the Accounting Department by June 15. Requests received after this date will be processed after July 1 and will be reflected as credits to the following fiscal year budget.

June 30  SPECIAL FUNDS: The cut off date for expenditure of the special fund budgets listed in Attachment A is June 30.

July 9  BUDGET TRANSFERS: To allow for final adjustments after June payroll has been processed, the Budget Office will accept budget transfers until close of business on Monday, July 9.
Information and Resources Technology Support

Library Books - expend or encumber
Book Binding
Periodicals

Institutional Support

Human Resources - expend or encumber
Advertising
Fingerprinting
President’s Community Relations - expend or encumber
CALIFORNIA STATE UNIVERSITY, SAN BERNARDINO

SUBMITTAL DEADLINES

NON-STATE FUNDS BUDGET

2000-01 Budgets

Following is the year-end deadline schedule for non-state funded accounts. These include Extended Education, Residence Halls, Parking, Trust Funds and Reimbursed Activities (accounts with beginning account number of 1-17).

April 13 PAYROLL DEADLINES, FACULTY: All Spring quarter faculty appointments must be submitted to the Payroll Office by April 13.

May 4 WORK ORDERS: Final requests reflecting acceptance of Facilities Services’ estimate of the cost of work to be completed, listing the proper current fiscal year account number to be charged and signed by an authorized party, must be received in the Facilities Services’ office no later than May 4. Any requests received after May 4 will be charged to the following fiscal year budget.

May 18 TRAVEL COSTS: Trips that have been taken prior to May 18 must have a Travel Claim (Std. Form 262) submitted to Accounting by May 18. Trips that will be taken after May 18 must have a Travel Authorization (Form CSUSB 265) submitted to Accounting by May 18.

May 18 CAMPUS STORES: Requisitions for items from Campus Stores to be charged to the 2000-01 budget must be received by Campus Stores by May 18. Requisitions received after May 18 will be processed as soon as possible and charged to the following fiscal year budget.

May 25 MAIL COSTS: All costs for mail processed after May 25 will be charged to the following fiscal year budget.

May 25 OFFICE DEPOT: All Office Depot purchases must be input by May 25 to be charged to the 2000-01 budget.

May 31 TELEPHONE CHARGES: All telephone charges after May 31 will be charged to the following fiscal year budget.
May 31  STATE AND ENTERPRISE VEHICLE CHARGES: Charges for campus and Enterprise vehicle usage after May 31 will be charged to the following fiscal year budget.

June 1  TRANSFER OF EXPENSES, CROSS-FUND: Requests for transfer of expenses between funds (such as general fund to lottery fund) must be received in the Accounting Office by June 1.

June 1  DUPLICATING REQUESTS: Requests will be accepted for the current fiscal year budget by the Duplicating Center until June 1. Requests received after June 1 will be processed as soon as possible and charged to the following fiscal year budget.

June 1  PURCHASES: All purchase requisitions, regardless of dollar amount, must be entered electronically in the purchasing system or hard copy received in the Purchasing Office by June 1. If any type of approval or certification is required, it must be obtained prior to submittal to the Purchasing Office.

June 11  PETTY CASH: All petty cash slips and vouchers must be submitted to Bursar’s Office no later than June 11.

June 11  PROCUREMENT CREDIT CARDS: The last day to use the procurement credit cards for purchases from this fiscal year is June 11. Since these purchases will not be encumbered prior to the end of the year, departments should leave fund balances available for these obligations.

June 15  REQUESTS FOR CHARGEBACK: Requests for chargebacks must be received in the Accounting Department by June 15. Requests received after this date will be processed after July 1 and will be reflected as credits/debits to the following fiscal year budget.

June 15  DIRECT EXPENDITURES: All requests for direct expenditures, such as subscriptions and memberships, must be received in the Accounting Office by June 15.
<table>
<thead>
<tr>
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</table>
The following is the fiscal year-end schedule for expenditures of Foundation funds. If you have any questions, please contact the Foundation Accounts Payable Office at x7213.

June 4  EQUIPMENT (Over $10,000): Requests for equipment which exceeds $10,000 must be received in the Foundation Accounts Payable Office by June 4, 2001.

June 18  EQUIPMENT (Under $10,000): Requests for equipment under $10,000 total, must be received in the Foundation Accounts Payable Office by June 18, 2001. Three (3) written quotes, on vendor letterhead, must accompany the request if an item is over $5,000.

June 18  SUPPLIES: Requests for supplies must be received in the Foundation Accounts Payable Office by June 18, 2001.

June 18  TRAVEL: Requests for travel advances, mileage reimbursements, and travel expense claims must be received in the Foundation Accounts Payable office by June 18, 2001.

June 25  REIMBURSEMENTS: Requests for reimbursements must be received in the Foundation Accounts Payable Office by June 25, 2001. This includes petty cash, stipends, payments to independent contractors, guest lecturers, office supplies, etc.

June 25  REQUESTS FOR INVOICE: Requests for invoicing must be received in the Foundation Accounting Department by June 25, 2001.