CALIFORNIA STATE UNIVERSITY, SAN BERNARDINO

SUBMITTAL DEADLINES

STATE FUNDS BUDGET

2004-05 Fiscal Year Budget

Following is the year-end deadline schedule for all expenditures from General Funds accounts. These deadlines pertain to all AD204 Funds. If you have questions regarding a particular fund, please contact the Budget Office for clarification.

April 15 PAYROLL DEADLINES, FACULTY: All Spring quarter faculty appointments must be submitted to the Payroll Office by April 15.

May 2 WORK ORDERS: Final requests reflecting acceptance of Facilities Services’ estimate of the cost of work to be completed, listing the proper current fiscal year chartfield values to be charged and signed by an authorized party, must be received in the Facilities Services’ office no later than May 2. Any request received after May 2 will be charged to the following fiscal year budget.

May 20 CAMPUS STORES: Requisitions for items from Campus Stores to be charged to the 2004-05 budget must be received by Campus Stores by May 20. Requisitions received after May 20 will be filled as soon as possible and will be charged to the following fiscal year.

May 20 MAIL COSTS: All costs for mail processed after May 20 will be charged to the following fiscal year budget.

May 20 PURCHASES: All purchase requisitions, regardless of dollar amount, must be entered electronically in the purchasing system by May 20. If any type of approval is required, it must be obtained prior to submittal to the Purchasing Office.

May 20 TRAVEL COSTS: Trips that have been taken prior to May 20 must have a Travel Claim (Std. Form 262) submitted to Accounting by May 20. Trips that will be taken after May 20 must have a Travel Authorization (Form CSUSB 265) submitted to Accounting by May 20.

May 20 DIRECT EXPENDITURES: All requests for direct expenditures, such as subscriptions, hospitality expenses and memberships, must be received in the Accounting Office by May 20.
May 20  INDEPENDENT CONTRACTORS: Independent Contractor forms must be submitted to the Accounting Office by May 20 for any expenditures to be made through June 30 for Independent Contractors.

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.

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

June 9  PROCUREMENT CREDIT CARDS: The last day to use the procurement credit cards for purchases from the 04/05 fiscal year is June 9. Since these purchases will not be encumbered prior to the end of the year, departments should leave fund balances available for these obligations.

June 9  OFFICE DEPOT: All Office Depot purchases must be input by June 9 to be charged to the 2004-05 budget.

June 9  DUPLICATING REQUESTS: Requests will be accepted for the current fiscal year budget by the Duplicating Center until June 9. Requests received after June 9 will be processed as soon as possible and charged to the following fiscal year.

June 13  PETTY CASH: All petty cash slips and vouchers must be submitted to the Bursar’s Office no later than June 13. No petty cash purchases are allowed between June 13th and June 30th. No receipts dated prior to 6/13/05 will be accepted for reimbursement after June 13, 2005. Do not use InterCampus mail after June 9, 2005. Vouchers must be in Bursar by June 13, 2005.

June 16  REQUEST FOR INVOICE: Requests for invoicing must be received in the Accounting Department by June 16. Requests received after this date will be processed after July 1 and will be reflected as credits to the following fiscal year budget.

June 16  TRANSFER OF EXPENSES: Requests for transfer of expenses between General Fund accounts, or between General Fund and Trust accounts, must be received in the Accounting Department by June 16.
SUBMITTAL DEADLINES

STATE FUNDS BUDGET

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June 16 REQUEST FOR CHARGEBACK: Requests for chargebacks must be received in the Accounting Department by June 16. Requests received after this date will be processed after July 1 and will be reflected as credits/debits to the following fiscal year budget.

July 5 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 Tuesday, July 5.
CALIFORNIA STATE UNIVERSITY, SAN BERNARDINO

SUBMITTAL DEADLINES

NON-STATE FUNDS BUDGET

2004-05 Budgets

Following is the year-end deadline schedule for non-state funded accounts. These include Extended Learning, Residence Halls, Parking, Trust Funds, Lottery Funds and Reimbursed Activities (BD204).

April 15 PAYROLL DEADLINES, FACULTY: All Spring quarter faculty appointments must be submitted to the Payroll Office by April 15.

May 2 WORK ORDERS: Final requests reflecting acceptance of Facilities Services’ estimate of the cost of work to be completed, listing the proper current fiscal year chartfield values to be charged and signed by an authorized party, must be received in the Facilities Services’ office no later than May 2. Any request received after May 2 will be charged to the following fiscal year budget.

May 20 CAMPUS STORES: Requisitions for items from Campus Stores to be charged to the 2004-05 budget must be received by Campus Stores by May 20. Requisitions received after May 20 will be filled as soon as possible and will be charged to the following fiscal year.

May 20 MAIL COSTS: All costs for mail processed after May 20 will be charged to the following fiscal year budget.

May 20 PURCHASES: All purchase requisitions, regardless of dollar amount, must be entered electronically in the purchasing system by May 20. If any type of approval is required, it must be obtained prior to submittal to the Purchasing Office.

May 20 TRAVEL COSTS: Trips that have been taken prior to May 20 must have a Travel Claim (Std. Form 262) submitted to Accounting by May 20. Trips that will be taken after May 20 must have a Travel Authorization (Form CSUSB 265) submitted to Accounting by May 20.

May 20 DIRECT EXPENDITURES: All requests for direct expenditures, such as subscriptions, hospitality expenses and memberships, must be received in the Accounting Office by May 20.

May 20 INDEPENDENT CONTRACTORS: Independent Contractor forms must be submitted to the Accounting Office by May 20 for any expenditures to be made through June 30 for Independent Contractors.

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

June 9  PROCUREMENT CREDIT CARDS: The last day to use the procurement credit cards for purchases from this fiscal year is June 9. Since these purchases will not be encumbered prior to the end of the year, departments should leave fund balances available for these obligations.

June 9  OFFICE DEPOT: All Office Depot purchases must be input by June 9 to be charged to the 2004-05 budget.

June 9  DUPLICATING REQUESTS: Requests will be accepted for the current fiscal year budget by the Duplicating Center until June 9. Request received after June 9 will be processed as soon as possible and charged to the following fiscal year.

June 13 PETTY CASH: All petty cash slips and vouchers must be submitted to the Bursar’s Office no later than June 13. No petty cash purchases are allowed between June 13th and June 30th. No receipts prior to 6/13/05 will be accepted for reimbursement after June 13, 2005. Do not use Intercampus mail after June 9, 2005. Vouchers must be in Bursar by June 13, 2005.

June 16 REQUEST FOR INVOICE: Requests for invoicing must be received in the Accounting Department by June 16. Requests received after this date will be processed after July 1 and will be reflected as credits to the following fiscal year budget.

June 16 TRANSFER OF EXPENSES: Requests for transfer of expenses between funds, such as General fund to Trust, must be received in the Accounting Office by June 16.

June 16 REQUESTS FOR CHARGEBACK: Requests for chargebacks must be received in the Accounting Department by June 16. Requests received after this date will be processed after July 1 and will be reflected as credits/debits to the following fiscal year budget.

July 5  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 Tuesday, July 5.
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 3  EQUIPMENT (Over $10,000): Requests for equipment which exceeds $10,000 must be received in the Foundation Accounts Payable Office by June 3, 2005.

June 17  EQUIPMENT (Under $10,000): Requests for equipment under $10,000 total, must be received in the Foundation Accounts Payable Office by June 17. Three (3) written quotes, on vendor letterhead, must accompany the request if an item is over $5,000.

June 17  SUPPLIES: Requests for supplies must be received in the Foundation Accounts Payable Office by June 17, 2005.

June 17  TRAVEL: Requests for travel advances, mileage reimbursements, and travel expense claims must be received in the Foundation Accounts Payable Office by June 17.

June 24  REIMBURSEMENTS: Requests for reimbursements must be received in the Foundation Accounts Payable Office by June 24. This includes petty cash, stipends, payments to independent contractors, guest lecturers, office supplies, etc.

June 24  REQUESTS FOR INVOICE: Requests for invoicing must be received in the Foundation Accounting Department by June 24.