

Due Date	Task	Contact Dept	Business Units
11/30/2023	The schedule of Fall Faculty Release Time to be invoiced to the Foundations is due to General Accounting.	GA	LBCMP
11/30/2023	CPaCE Fall reimbursement schedule of items to be invoiced to the Foundations is due to General Accounting.	GA	LBCMP
11/30/2023	CPaCE Fall reimbursement schedule of items to be invoiced to the Foundations is due to General Accounting.	GA	LBCMP
4/3/2024	Requisitions needed for current year processing that require a formal bid are due to Purchasing.	PO	LBCMP LBFDN LB49R
4/29/2024	Departments must request closure of specific Purchase Orders. Purchasing will begin reviewing all open	PO	LBCMP LBFDN LB49R

Due Date	Task	Contact Dept	Business Units
	encumbrances with departments.		
5/17/2024	The schedule of Spring Faculty Release Time to be invoiced to the Foundations is due to General Accounting.	GA	LBCMP
5/17/2024	CPaCE Spring reimbursement schedule of amounts to be invoiced to the Foundations is due to General Accounting.	GA	LBCMP
5/31/2024	Last day to submit approved requisitions for current year processing.	PO	LBCMP LBFDN LB49R
6/1/2024	Purchasing will accept on-line requisitions for next fiscal year. Purchase Orders will not be dispatched however until July 1.	PO	LBCMP LBFDN LB49R
6/1/2024	No additional encumbrances will be added to existing blanket PO's.	PO	LBCMP LBFDN LB49R

Due Date	Task	Contact Dept	Business Units
6/5/2024	All petty cash receipts dated May 30 or prior are due to the cashier for reimbursement or replenishment.	SFS	LBCMP LBFDN LB49R
6/10/2024	Requests for IFTs (Interagency Financial Transactions) for reimbursements from the CO and/or other CSU campuses are due to General Accounting.	GA	LBCMP
6/14/2024	All requests for miscellaneous invoicing to be processed for the current fiscal year are due to General Accounting.	GA	LBCMP
6/14/2024	All claims for travel completed before this date are due to Accounts Payable. For any travel between June 15-30 claims are due in Accounts Payable upon completion of travel.	AP	LBCMP LBFDN LB49R
6/14/2024	Deadline to submit all current year journal entries with	GA	LBCMP

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	<p>approvals and supporting documents to campus General Accounting. This includes all inter-unit journal entries between LBCMP</p>		
6/21/2024	<p>Wire transfer requests for current year processing are due to Accounts Payable by 12:00 noon.</p>	AP	<p>LBCMP LBFDN LB49R</p>
6/24/2024	<p>Invoices for goods or services provided prior to this date are due to Accounts Payable.</p>	AP	<p>LBCMP LBFDN LB49R</p>
6/24/2024	<p>All remaining petty cash receipts are due to the Cashier for reimbursement or replenishment.</p>	SFS	<p>LBCMP LBFDN LB49R</p>
6/24/2024	<p>Last day to submit invoices to Accounts Payable to ensure processing in current fiscal year.</p>	AP	<p>LBCMP LBFDN LB49R</p>

Due Date	Task	Contact Dept	Business Units
6/24/2024	Last day Accounts Payable will issue student checks before year end.	AP	LBCMP
6/28/2024	Accounts Payable department is closed for year-end processing.	AP	LBCMP LBFDN LB49R
6/28/2024	Last day to submit Budget Transfer Requests to the Budget Office for current year processing.	B	LBCMP LBFDN LB49R
6/28/2024	Deadline to notify Receiving (by 4:30 PM) of the receipt of goods received directly by the department.	REC	LBCMP LBFDN
6/28/2024	Postage Meter readings and account balances as of June 30 are due to General Accounting.	GA	LBCMP LBFDN
6/28/2024	Final day to dispatch any open PO for current fiscal year	PO	LBCMP LBFDN LB49R

Due Date	Task	Contact Dept	Business Units
7/1/2024	Inventory as of June 30 for Facilities Management Copier Program Computer Center Print Shop and Health Center are due to General Accounting.	GA	LBCMP
7/8/2024	Deadline to submit all journal entries to clear deficit fund balances.	GA	LBFDN LB49R
7/8/2024	All requests for invoicing to be processed for the current fiscal year from Research Foundation are due to General Accounting.	GA	LBFDN
7/8/2024	Final reserve entries are due to Budget from departments.	B	LBCMP
7/10/2024	Deadline to submit all current year journal entries for the Foundations to General Accounting.	GA	LBFDN LB49R

Due Date	Task	Contact Dept	Business Units
7/31/2024	Balance Sheet reconciliations as of June 30 are due to General Accounting.	GA	LBCMP