

## 2024/2025 FINANCIAL MANAGEMENT YEAR-END CLOSE CALENDAR

Due Date	Task	Contact Dept	Business Units
11/29/2024	The schedule of Fall Faculty Release Time to be invoiced to the Foundations is due to General Accounting.	GA	LBCMP
11/29/2024	CPaCE Fall reimbursement schedule of items to be invoiced to the Foundations is due to General Accounting.	GA	LBCMP
4/3/2025	Requisitions needed for current year processing that require a formal bid are due to Purchasing.	PO	LBCMP, LBFDN, LB49R
4/29/2025	Departments must request closure of specific Purchase Orders. Purchasing will begin reviewing all open encumbrances with departments.	PO	LBCMP, LBFDN, LB49R
5/16/2025	The schedule of Spring Faculty Release Time to be invoiced to the Foundations is due to General Accounting.	GA	LBCMP
5/16/2025	CPaCE Spring reimbursement schedule of amounts to be invoiced to the Foundations is due to General Accounting.	GA	LBCMP

<b>Due Date</b>	<b>Task</b>	<b>Contact Dept</b>	<b>Business Units</b>
5/30/2025	Last day to submit approved requisitions for current year processing.	PO	LBCMP, LBF DN, LB49R
5/30/2025	Purchasing will accept on-line requisitions for next fiscal year. Purchase Orders will not be dispatched, however, until July 1.	PO	LBCMP, LBF DN, LB49R
5/30/2025	No additional encumbrances will be added to existing blanket PO's.	PO	LBCMP, LBF DN, LB49R
6/10/2025	Requests for IFTs (Interagency Financial Transactions) for reimbursements from the CO and/or other CSU campuses are due to General Accounting.	GA	LBCMP
6/13/2025	All requests for miscellaneous invoicing to be processed for the current fiscal year are due to General Accounting.	GA	LBCMP
6/13/2025	All claims for travel completed before this date are due to Accounts Payable. For any travel between June 13-30, claims are due in Accounts Payable upon completion of travel.	AP	LBCMP, LBF DN, LB49R
6/13/2025	Deadline to submit all current year journal entries with approvals and supporting documents to campus General Accounting. This includes all inter-unit journal entries between LBCMP, LBF DN, and LB49R.	GA	LBCMP

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6/20/2025	Wire transfer requests for current year processing are due to Accounts Payable by 12:00 noon.	AP	LBCMP, LBFDN, LB49R
6/20/2025	Invoices for goods or services provided prior to this date are due to Accounts Payable.	AP	LBCMP, LBFDN, LB49R
6/23/2025	Last day to submit invoices to Accounts Payable to ensure processing in current fiscal year.	AP	LBCMP, LBFDN, LB49R
6/27/2025	Last Student refund file due to Accounts Payable by 12:00 Noon	AP	LBCMP, LBSTU
6/27/2025	Deadline to notify Receiving (by 4:30 PM) of the receipt of goods received directly by the department.	REC	LBCMP, LBFDN
6/27/2025	Postage Meter readings and account balances as of June 30 are due to General Accounting.	GA	LBCMP, LBFDN
6/27/2025	Final day to dispatch any open PO for current fiscal year	PO	LBCMP, LBFDN, LB49R
6/30/2025	Last day Accounts Payable will issue student refund checks before year end.	AP	LBCMP, LBSTU

<b>Due Date</b>	<b>Task</b>	<b>Contact Dept</b>	<b>Business Units</b>
6/30/2025	Accounts Payable department is closed for year-end processing.	AP	LBCMP, LBFDN, LB49R
7/1/2025	Inventory as of June 30 for Facilities Management, Copier Program, Computer Center, Print Shop, and Health Center are due to General Accounting.	GA	LBCMP
7/8/2025	Deadline to submit all journal entries to clear deficit fund balances.	GA	LBFDN, LB49R
7/8/2025	All requests for invoicing to be processed for the current fiscal year from Research Foundation are due to General Accounting.	GA	LBFDN
7/8/2025	Final reserve entries are due to Budget from departments.	B	LBCMP
7/10/2025	Deadline to submit all current year journal entries for the Foundations to General Accounting.	GA	LBFDN, LB49R
7/31/2025	Balance Sheet reconciliations as of June 30 are due to General Accounting.	GA	LBCMP