

Date - Day 2013	Contact Person - Extension	Office of Fiscal Services 2012-13 Year-End Closing Calendar
		*** Event ***
May 13 - Monday	Darryl Sweet – 4604 Ed Elie - 4731 Henry Ho - 4605	<input type="checkbox"/> 2013-14 purchase orders for ongoing operating costs can be opened. Purchase orders for special funding requests will not be issued until the funding is approved by the Board of Directors at their September 2013 meeting.
June 13 – Thursday	Nina Padilla -	<input type="checkbox"/> Last day to submit PO1 and other pay adjustment forms to Human Resources for adjustments to 2012-13 payroll costs.
June 21 – Friday	Darryl Sweet – 4604 Ed Elie - 4731 Henry Ho - 4605	<input type="checkbox"/> Last day that a 2012-13 purchase order can be opened.
June 24 - Monday	Darryl Sweet -4604 Ed Elie -4731 Henry Ho – 4605	<input type="checkbox"/> Last day to order from Office Max for items to be charged against the 2012-13 budget. Normally, items ordered by this date will be received on or before June 30, 2013. If they are received on or after July 1, 2013, they will be charged to the 2013-14 budget allocation <input type="checkbox"/> Last day to make p-card purchases to charge to 2012-13. P-card purchases made after this date will be charged to 2013-14.
June 28 – Friday	Darryl Sweet – 4604 Pat Finkbiner – 4811 Maria Catig - 4704	<input type="checkbox"/> Last day to receive warehouse supplies from Purchasing for items to be charged against the 2012-13 budget. <input type="checkbox"/> Last day to submit hourly and student employee timesheets for wages earned in 2012-13. <input type="checkbox"/> Last day to deposit income (cash, checks and credit cards) for recording in 2012-13.
July 19 – Friday	Alani Schumacher – 4709 Jean Michaelis - 4741 Robin Crawford – 4746 Darryl Sweet – 4604 Ed Elie - 4731 Henry Ho - 4605	<input type="checkbox"/> Last day to establish a revenue accrual . This is appropriate if revenue was earned in 2012-13 but not collected. Revenue accruals will generally only be established for \$5,000 or more. <input type="checkbox"/> Last day to submit invoices, travel reimbursements, check and other disbursement requests for goods/services received/rendered on or before June 30, 2013. If you haven't received an invoice, contact Accounts Payable to establish an expense accrual (for \$5,000 or more). Disbursement requests received after this date will be charged to 2013-14. <input type="checkbox"/> 2012-13 purchase orders will be closed unless Purchasing is notified otherwise. Departments will need to establish a new 2013-14 purchase order for invoices received after this date unless an expense accrual for 2012-13 was established.