

Office of Fiscal Services
2015-16 Year-End Close Calendar

FY 2016 Period: 07/01/2015 – 06/30/2016

FY 2017 Period: 07/01/2016 – 06/30/2017

Date	Week Day	Contact	Phone	Department	Event
May 16, 2016	Monday	Darryl Sweet , <i>Business Services</i> Ed Elie , <i>Business Services</i>	415-565-4604 415-565-4731	Purchasing	<input type="checkbox"/> 2016-17 purchase orders for base budget / 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 2016 meeting.
June 10, 2016	Friday	Dee Molina , <i>Human Resources</i>	415-565-4637	Human Resources	<input type="checkbox"/> Last day to submit PO1 and other pay adjustment forms to Human Resources for adjustments to 2015-16 payroll costs (i.e. overtime, leave without pay).
June 17, 2016	Friday	Darryl Sweet , <i>Business Services</i> Ed Elie , <i>Business Services</i>	415-565-4604 415-565-4731	Purchasing	<input type="checkbox"/> Last day to request a 2015-16 purchase order .
June 22, 2016	Wednesday	Darryl Sweet , <i>Business Services</i> Ed Elie , <i>Business Services</i>	415-565-4604 415-565-4731	Purchasing	<input type="checkbox"/> Last day to order from Office Max for items to be charged against the 2015-16 budget. Normally, items ordered by this date will be received on or before June 30, 2016 . If they are received on or after July 1, 2016 , they will be charged to the 2016-17 budget allocation.
June 27, 2016	Monday	Darryl Sweet , <i>Business Services</i> Sandy Lei , <i>Fiscal Services</i> Michelle Wong , <i>Fiscal Services</i> Randy David , <i>Fiscal Services</i>	415-565-4604 415-565-4811 415-565-4899 415-565-4704	Purchasing Fiscal Services	<input type="checkbox"/> Last day to make p-card purchases to charge to 2015-16 . P-card purchases made after this date will be charged to 2016-17 . <input type="checkbox"/> Last day to receive warehouse supplies from Purchasing for items to be charged against the 2015-16 budget. <input type="checkbox"/> Last day to submit hourly and student employee timesheets for wages earned in 2015-16 . <input type="checkbox"/> Last day to deposit monies (cash, checks and credit cards) for recording in 2015-16 .
July 15, 2016	Friday	Darryl Sweet , <i>Business Services</i> Sandra Plenski , <i>Fiscal Services</i> Maria Catig , <i>Fiscal Services</i>	415-565-4604 415-581-8863 415-565-4704	Purchasing Fiscal Services	<input type="checkbox"/> 2015-16 purchase orders will be closed unless Purchasing is notified otherwise. Departments will need to establish a new 2016-17 purchase order for invoices received after this date unless an expense accrual for 2015-16 was established. <input type="checkbox"/> Last day to establish a revenue accrual . This is appropriate if revenue was earned in 2015-16 but not collected. Revenue accruals will generally only be established for \$5,000 or more. <input type="checkbox"/> Last day to submit PayIt! expense reports, invoices, travel reimbursements, check and other disbursement requests for goods/services received/rendered on or before June 30, 2016 . 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 2016-17 .