

Office of Fiscal Services
2013-14 Year-End Close Calendar

FY 2014 Period: 07/01/2013 – 06/30/2014

FY 2015 Period: 07/01/2014 – 06/30/2015

| Date | Week Day | Contact | Phone | Department | Event |
|----------------------|-----------------|---|--|-------------------------------|--|
| May 12, 2014 | Monday | Darryl Sweet , <i>Business Services</i> Brian Agius , <i>Business Services</i> Ed Elie , <i>Business Services</i> | 415-565-4604 415-565-4731 415-565-4731 | Purchasing | <ul style="list-style-type: none"> <input type="checkbox"/> 2014-15 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 2014 meeting. |
| June 13, 2014 | Friday | Dee Dee Molina , <i>Human Resources</i> | 415-565-4637 | Human Resources | <ul style="list-style-type: none"> <input type="checkbox"/> Last day to submit PO1 and other pay adjustment forms to Human Resources for adjustments to 2013-14 payroll costs (i.e. overtime, leave without pay). |
| June 20, 2014 | Friday | Darryl Sweet , <i>Business Services</i> Brian Agius , <i>Business Services</i> Ed Elie , <i>Business Services</i> | 415-565-4604 415-565-4731 415-565-4731 | Purchasing | <ul style="list-style-type: none"> <input type="checkbox"/> Last day to open a 2013-14 purchase order. |
| June 25, 2014 | Wednesday | Darryl Sweet , <i>Business Services</i> Brian Agius , <i>Business Services</i> Ed Elie , <i>Business Services</i> | 415-565-4604 415-565-4731 415-565-4731 | Purchasing | <ul style="list-style-type: none"> <input type="checkbox"/> Last day to order from Office Max for items to be charged against the 2013-14 budget. Normally, items ordered by this date will be received on or before June 30, 2014. If they are received on or after July 1, 2014, they will be charged to the 2014-15 budget allocation. <input type="checkbox"/> Last day to make p-card purchases to charge to 2013-14. P-card purchases made after this date will be charged to 2014-15. |
| June 27, 2014 | Friday | Darryl Sweet , <i>Business Services</i> Pat Finkbiner , <i>Fiscal Services</i> Maria Catig , <i>Fiscal Services</i> | 415-565-4604 415-565-4811 415-565-4704 | Purchasing Fiscal Services | <ul style="list-style-type: none"> <input type="checkbox"/> Last day to receive warehouse supplies from Purchasing for items to be charged against the 2013-14 budget. <input type="checkbox"/> Last day to submit hourly and student employee timesheets for wages earned in 2013-14. <input type="checkbox"/> Last day to deposit monies (cash, checks and credit cards) for recording in 2013-14. |
| July 11, 2014 | Friday | Darryl Sweet , <i>Business Services</i> Sandra Plenski , <i>Fiscal Services</i> Robin Crawford , <i>Fiscal Services</i> | 415-565-4604 415-581-8863 415-565-4746 | Purchasing Fiscal Services | <ul style="list-style-type: none"> <input type="checkbox"/> 2013-14 purchase orders will be closed unless Purchasing is notified otherwise. Departments will need to establish a new 2014-15 purchase order for invoices received after this date unless an expense accrual for 2013-14 was established. <input type="checkbox"/> Last day to establish a revenue accrual. This is appropriate if revenue was earned in 2013-14 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, 2014. 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 2014-15. |