



FISCAL YEAR 2023-24 YEAR-END DEADLINES

Finance and Business Services

FISCAL YEAR 2023-24 YEAR-END DEADLINES		
DEADLINE	DESCRIPTION	NOTES/EXPLANATION
April 15, 2024	Purchase requisitions for current FY 2023-24 GFU (Unrestricted Funds)	Please submit Purchase Requisitions (PRs) early to avoid a “last minute” overload which may result in the acquisitions being charged to FY 2024-25 funds. Biddable acquisitions should be submitted <u>immediately</u> to ensure adequate time for the bid process. Purchase requisitions received after this date may not be encumbered in FY 2023-24 and any unobligated funds may need to be returned to the appropriate agencies, if applicable. Meeting deadlines and proper fiscal oversight of these funds is the responsibility of the program managers. GFU/Unrestricted fund numbers 1100 through 1199.
May 13, 2024	Purchase requisitions for current FY 2023-24 GFR (Restricted Funds), Enterprise (Bookstore and Food Service), and Special Funds	GFR/Restricted fund numbers 1200 through 1999, Enterprise (Bookstore and Food Service fund numbers 5100 and 5200) and Special fund numbers 2000 to 7299.
June 7, 2024	Cancelled Warrants	All financial aid warrants that have not been delivered to students should be returned to Accounts Payable at the District Office, Room 210 for cancellation. Any June warrants to be cancelled should be returned within ten (10) days of issuance.
June 7, 2024	Revolving Cash Fund (RCF) Payment Requests	
June 7, 2024	Travel Authorizations	Business Office staff will receive a Travel Authorization report for any necessary clean up needed before year end close.

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June 14, 2024	Travel Authorizations	<p>Travel authorizations for FY 2023-24 must be submitted; those not submitted will need to be recreated in FY 2024-25 and will be paid from the new budget.</p> <p>We will roll FY 2024-25 TAs as of July 1, 2024: All new vendors must have a W-9 form on file.</p>
June 14, 2024	Budget Adjustments or Transfers	
June 17, 2024	Changes Orders (increase/decrease) – All Funds	In the event of change orders required after this deadline to resolve match exceptions resulting from a variance between the purchase order and invoice, please contact Purchasing and Contract Services.
June 21, 2024	Daily Cash Receipt (DCR) Summaries (if applicable)	Daily Cash Receipts (DCRs) are due to be received in General Accounting and Special Funds.
June 21, 2024	Payment Requests	<p>Non-PO payment vouchers for FY 2023-24.</p> <p>Procuring goods/services from vendors that are not already in the PeopleSoft database may cause delays in our ability to pay vendors. All new vendors must have a W-9 form on file.</p>
June 21, 2024	Travel Expense Reports (including Mileage Reimbursements)	Claims for mileage incurred during FY 2023-24 must be approved in the system by June 21 st .
June 25, 2024	Commercial Warrants	The last disbursement cycle for all commercial vendor (supplier) activity and ACH payments – will have a payment settlement date of Thursday, June 27, 2024.

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June 25, 2024	Student, Financial Aid, Bookstore and Food Service Warrants	
June 25, 2024	CalCard	Payment requests submitted after this deadline will be charged to the FY2024-25 budget.
June 28, 2024	Blanket Purchase Orders – All Funds	Blanket Purchase Orders will expire and close for additional services. Invoices received after this deadline will be posted against FY 2024-25 and will require a new purchase order to be opened in FY 2024-25.
July 1, 2024	FY 2024-25 Purchase Requisition Begins	
June 28, 2024	Receipt of Items Ordered*	<p>As part of the year-end closing process, requestors who have backorders or unfilled purchased items need to verify with the supplier a current delivery status. If the delivery status will extend beyond this deadline, please contact Purchasing and Contract Services.</p> <p>All goods ordered during FY 2023-24 with a purchase order and physically received, whether at a campus or at the Central Distribution Center (CDC), are to be entered as “received” in PeopleSoft by this deadline. Fully received purchase orders will be closed after the roll process is completed. Please contact Purchasing and Contract Services if you have any questions.</p> <p>*Even if the PO is rolling, it must be received by June 28th, otherwise a new PO needs to be created in FY 2024-25. GFU Only</p>

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July 8, 2024	Associated Student Body – Bank Statements and Bank Reconciliation	
July 12, 2024	Invoices	<p>Goods must be received and/or services rendered by June 30th in order to be paid in the FY 2023-24. If your department has not received an invoice for a service that has already taken place or a purchase that has been received, contact the vendor immediately.</p> <p>Please add a note at the top of the invoice in red to indicate the fiscal year the expense is associated with.</p> <p>Submit invoices to apinvoice@sdccd.edu by the deadline. Invoices received after this deadline will be charged against the FY 2024-25 budget.</p>
July 18, 2024	AP Accrual Period	Accounts Payable will process approved, matched and posted vouchers for FY 2023-24 in PeopleSoft Finance. After this deadline, any unpaid vouchers will be unlinked from FY 2023-24 Purchase Orders and end users will need to provide Accounts Payable with new FY 2024-25 Purchase Orders.
July 18, 2024	Accounts Receivable	Departments aware of amounts owed to the College as of June 30 th , including all billings to be invoiced, must send an e-mail to Courtney McClair at cmclair@sdccd.edu detailing the amount owed, the vendor name, and the account string to credit.
July 18, 2024	Final Commercial Warrant Disbursement	This is the final check run for all FY 2023-24 activity.

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July 24, 2024	Journal Entries	Expense adjustments must be processed. Please contact the respective Finance and Business Services manager for questions. To meet audit and budget deadlines, the June Fiscal period will be closed in PeopleSoft.
July 26, 2024	Grant Closing Information	All June 30 grant closing information must be submitted to Grants and Contracts.
July 26, 2024	Rolling Purchase Orders	Submit Rollover PO list to Kelly Rosas krosas@sdccd.edu in Purchasing and Contract Services.
July 30, 2024	Bank Reconciliations	Reconciliations due for all bank accounts must be submitted.
July 31, 2024	FY2023-24 Year-end Close	

Note: In the event of an urgent situation, exceptions to the above deadlines must have a written justification from the respective department head and submitted to the Vice Chancellor of Finance and Business Services for consideration.

Finance and Business Services Department Contact List:

Department	Manager	Email
Accounts Payable	Rowena Rodriguez	rorodrig@sdccd.edu
Budget	Araceli Areola-Bustamante	aarreola002@sdccd.edu
General Accounting/Travel	Courtney McClair	cmclair@sdccd.edu
Grants and Contracts	CoCo Bazemore	sbazemore@sdccd.edu
Purchasing and Contract Services	Kelly Rosas	krosas@sdccd.edu
Special Funds	Michael Ledesma	mledesma@sdccd.edu

