

2024-2025 YEAR-END DEPARTMENTAL DEADLINES

Dept	Item #	Task/Description	Deadline	Day
PCS	1	Last day to submit hard copy requisitions for 2024/2025 renewal contracts (SA) as requested by Procurement (not service order renewals).	3/3/2025	Mon
PCS	2	Campus Departments to verify validity of outstanding encumbrances (purchase orders). See Finance Reference Training "PO Open Encumbrance Report in Sac Vault (Cognos)" Job Aid under the Financial Section at the following location: http://www.csus.edu/IRT/ServiceDesk/Documents/ACS/Finance/OpenEncumbranceSummaryDrillJobAid.pdf	3/3/2025	Mon
PCS	3	Last day to submit CFS requisitions for purchases or services over \$50,000 for the current fiscal year.	3/24/2025	Mon
FM	4	Last day to submit Work Order Requests for current fiscal year to Facilities Management.	3/28/2025	Fri
FM	5	Last day to submit project requests for summer work ending on or before August 31	3/28/2025	Fri
BPA	6	Last day for Division/College analysts to submit organizational changes (which affect ownership of department IDs) and Department Chartfield changes (deactivations, new request, updates) to be effective July 1.	4/14/2025	Mon
AP	7	Last day to submit Concur Expense Reports, Direct Pay & Reimbursement Requests and UFSS Check Requests to Accounts Payable & Travel to ensure payment in 2024/2025 fiscal year.	5/9/2025	Fri
BPA	8	Last day to submit approved Release Time requests to Budget Office for credit in 2024/2025.	5/12/2025	Mon
AP	9	Last day for all ProCard charges to be applied to the 2024/2025 fiscal year. Credit card charges not posted on this statement and for the month of June will be billed in the 2025/2026 fiscal year.	5/12/2025	Mon
HR, PAY	10	Last day to submit 2024/2025 Personnel Transaction Forms (PTFs) to Human Resources for reappointments ending June 30.	5/16/2025	Fri
IRT	11	Last day to submit telephone services and network service requests to IRT on the Telecommunications Service order form for current fiscal year. (CCR)	5/29/2025	Thu
AS	12	FINAL Chargeback charges to be billed in 2024/2025 due from Service Providers for charges through May 2023 (Please note - June 2024 will be billed in 2024/2025). IRT will confirm that Chargeback files have been received by all Service Providers. (note: always last calendar date of month e.g. 31st) (CCR)	5/29/2025	Thu
Campus	13	Jobs submitted to University Print must be completed by this date to be billed to fiscal year 2024/2025. All jobs completed after this date will be billed to next fiscal year. (CCR)	5/30/2025	Fri
Campus, BO	14	Last day to incur 2024/2025 charges for photocopy, postage, and OneCard (credit accounts only-Cr Accts are billed in arrears to internal depts.). (CCR)	5/30/2025	Fri
OFA	15	Personal Transaction Forms (PTFs) for Faculty positions effective Fall 2023 (Deans to Human Resources): -Sabbaticals and Difference-in-Pay for 2024-2025 academic year (appointment and separation); -Fall 2023 FERP faculty (appointment and separation); -New and appointed Department Chairs; -2023-2024 Leaves without Pay (LWOP) (appointment and separation)	5/30/2025	Fri
PAY	16	Last day to submit 5/1 – 5/20 Federal Work Study (FWS) attendance reports by 3pm.	5/30/2025	Fri
PAY	17	Last day to submit 5/1 – 5/31 student assistant reports by 3pm.	5/30/2025	Fri
Campus	18	Last day to submit requests for IFT to AS for processing in 2024/2025	5/30/2025	Fri
PCS	19	Last day to submit requisitions and amend requests for purchase and service orders up to \$50,000 for 2024/2025 fiscal year (including requests for Payment in Advance – PIA). Note: Deadline for requisitions over \$50,000 is an earlier date	6/4/2025	Wed

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AP	20	Last day to submit invoices for all business units, or other items requiring payment by June 30. Due to the Accounts Payable office via adobe workflow. After this date, all invoices must still be submitted as soon as possible for audit purposes. Note: Concur Expense Reports, Direct Pay & Reimbursement Requests and UFSS Check Requests are on previous due date above.	6/4/2025	Wed
AP	21	Last day for May ProCard Statement reconciliations and on-line adjustments in CFS. Submit by 4 PM.	6/5/2025	Thu
AS	22	Last day for processing UFSS fund set up requests	6/6/2025	Fri
PCS	23	Last day to submit approved May ProCard Statements with receipts to Procurement. Submit by 4 PM.	6/9/2025	Mon
BPA, PAY	24	Last day to submit manual payroll adjustments/corrections for payroll occurring through May 31 to the Budget Office. Should be done after May month end close.	6/9/2025	Mon
BO	25	Last day for employees to submit Petty Cash reimbursement to the Bursar's Office to ensure funds are expended in 2024/2025. Submit by 4:00 pm.	6/13/2025	Fri
TO	26	Last day to host a ticketed event on campus	6/15/2025	Sun
BO	27	Last day to submit requests for invoices to the Bursar's Office from other areas for services through May.	6/16/2025	Mon
BPA	28	Last day for Program Center Contacts to submit budget transfers.	6/16/2025	Mon
AS	29	Last Day for all transfer requests: Expense, revenue, budget, etc for processing in fiscal year 2024/2025.	6/16/2025	Mon
AS	30	Last day for UFSS transfer requests	6/17/2025	Tue
CAMPUS	31	Last day to enter Stock Received Reports	6/17/2025	Tue
PAY	32	Cut-off date for June docks and master payroll.	6/17/2025	Tue
AS	33	Last day to submit Check Replacement Applications for the 2024/2025 fiscal year	6/17/2025	Tue
BO, AS	34	All Cashiering Locations will close at 3:00 p.m. today.	6/20/2025	Fri
REC	35	Last day for receiving in CFS	6/25/2025	Wed
AP, BO, PAY	36	Final AP check run, ACH and EFT processing for 2024/2025 fiscal year from vouchers processed on June 25. No entries to CFS Accounts Payable on this date.	6/26/2025	Thu
PCS	37	First day to submit requisitions through CFS, SACST/SAFDN/SACPR for purchase, service for the 2024/2025 fiscal year.	7/7/2025	Mon
REC	38	Begin Receiving in CFS	7/7/2025	Mon

Office Area Key:

AP	Accounts Payable
AS	Accounting Services
BO	Bursar' Office (SFSC)
BPA	Budget, Planning & Administration
FM	Facilities Management
HR	Human Resources
IRT	Information Resources & Technology
OFA	Office of Faculty Advancement
PAY	Payroll
PCS	Procurement
REC	Receiving
TO	Ticket Office