


MEMO

DATE: April 25, 2019
TO: Campus Employees
FROM: Daniele LeCesne 
CFO, Cal State Fullerton Philanthropic Foundation
SUBJECT: FY 2018-19 Year-End Close Schedule

To ensure the accuracy of the University and the Philanthropic Foundation financial records for fiscal year 2018-19, the following processing deadlines have been established:

CSFPF Deadlines:

- Monday, May 27 **Request for Invoice to State** (reimbursement)
All Outstanding Foundation Card Reconciliation Packets
- Monday, June 3 **Payroll Expense Transfer with CSFPF Requisition Request**
- Monday, June 10 **FY18-19 CSFPF Requisition Request** (PO)
May Foundation Card Reconciliation Packets
Last Day to Make Purchases on Foundation Card
- Friday, June 21 **CSFPF Requisition Request Reimbursement to State**
CSFPF Requisition Request P-Card Reimbursement
- Monday, June 24 **Check Request** (last run to guarantee expense is posted to FY 18-19)
Vendor Invoice Payment (against an open PO)
Travel Claims
June Foundation Card Reconciliation Packets
- Monday, June 24 **FY19-20 CSFPF Requisition Request** (PO)
(Start Date)
- Friday, June 28 **Deposits and/or **Reimbursement to Philanthropic Foundation****
(Donations postmarked by June 30th or before will be reflected in FY 18-19)

All documents are due by the close of business on the dates specified above. All requests received after the specified deadline date may be processed in FY 2019-2020. If you have any questions regarding the year-end close deadlines, please contact the Philanthropic Foundation at (657) 278-2786 or foundation@Fullerton.edu.