


MEMO

DATE: May 2, 2018
TO: Campus Employees
FROM: Daniele LeCesne 
CFO, Cal State Fullerton Philanthropic Foundation
SUBJECT: FY 2017-18 Year-End Close Schedule

To ensure the accuracy of the University's and the Philanthropic Foundation's financial records for fiscal year 2017-18, the following processing deadlines have been established:

CSFPF Deadlines:

Friday, May 18 **FY 17-18 Requisition Request** (PO)

Monday, May 21 **FY 18-19 Requisition Request** (PO)
Payroll Expense Transfer with Requisition Request

Monday, June 11 **Check Request** (last run to guarantee expense is posted to FY 17-18)
Vendor Invoice for Payment
Foundation Card Purchases (last day to guarantee expense is posted to FY 17-18)
Reimbursement to State Requisition Request

Monday, June 25 **Foundation Card Packets Due**

Friday, June 29 **Deposits and Reimbursements to Philanthropic Foundation**
(Donations postmarked by June 30th or before will be reflected in FY 17-18)

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 2018-2019. If you have any questions regarding the year-end close deadlines, please contact the Philanthropic Foundation at (657) 278-2786 or foundation@fullerton.edu.