


# MEMO

**DATE:** March 30, 2023  
**TO:** Campus Partners  
**FROM:** Jason Ong   
CFO, Cal State Fullerton Philanthropic Foundation  
**SUBJECT:** FY 2022-23 Year-End Close Schedule

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To ensure the accuracy of the University and the Philanthropic Foundation's financial records for the fiscal year 2022-23, the following processing deadlines have been established:

## **CSFPF Deadlines:**

Friday, May 19                    [Request for Invoice](#) to Reimburse State  
Reimbursement to State [Requisition Requests](#) (*ETR will be submitted by CSFPF*)  
P-Card Reimbursement [Requisition Requests](#)  
(*a Concur Expense Report with a state account, department, and fund is required.*)  
[Payroll Expense Transfers](#) with [Requisition Requests](#)

Monday, May 29                FY 22-23 [Requisition Requests](#) (PO)  
[Travel Requests](#) (*last day to submit an approved request for travel through June 30<sup>th</sup>*)

Thursday, June 1              FY 23-24 NEW [Requisition Requests](#) (PO)

Friday, June 23                [Check Requests](#) (*the last run to guarantee expense is posted to FY 22-23*)  
Vendor Invoice Payments (*against an open PO*)  
[Travel Claims](#) for travel through May 2023

Friday, June 30                [Deposits](#) and [Reimbursements](#) to Philanthropic Foundation  
(*donations postmarked by June 30<sup>th</sup> or before will be reflected in FY 22-23*)  
[Travel Claims](#) for travel through June  
(*or within five (5) business days upon completion of the trip to guarantee expense is posted to FY 22-23*)  
June [Foundation Card Reconciliation](#) Packets

All documents are due by the close of business on the dates specified above. Requests received after the specified deadline date are not guaranteed to post to FY 2022-2023. If you have any questions regarding the year-end close schedule, please contact the Philanthropic Foundation at (657) 278-2786 or [Foundation@Fullerton.edu](mailto:Foundation@Fullerton.edu).