


MEMO



DATE: March 24, 2025
TO: Campus Partners
FROM: Jason Ono 
CFO, Cal State Fullerton Philanthropic Foundation
SUBJECT: FY 2024-25 Year-End Close Schedule

To ensure the accuracy of the university and Philanthropic Foundation's financial records for the fiscal year 2024-25, the following processing deadlines have been established:

CSFPF Deadlines:

Friday, April 4	FY 24-25 State Requisition Requests (PO \$100,000 and above) to State
Friday, May 9	FY 24-25 State Requisition Requests (PO less than \$100,000) to State
Friday, May 23	Request for Invoice to Reimburse State Reimbursement to State Requisition Requests (<i>ETR will be submitted by CSFPF</i>) P-Card Reimbursement Requisition Requests (<i>a Concur Expense Report with a state account, department, and fund is required.</i>)
Monday, May 26	FY 24-25 CSFPF Requisition Requests (PO) Travel Requests (<i>last day to submit an approved request for travel through June 30th</i>) Payroll Expense Transfers with Requisition Requests
Monday, June 2	FY 25-26 New CSFPF Requisition Requests (PO) Travel Claims for travel through May 2025
Friday, June 20	Check Requests (<i>the last run to guarantee expense is posted to FY 24-25</i>) Vendor Invoice Payments (<i>against an open PO</i>)
Friday, June 27	Deposits and Reimbursements to Philanthropic Foundation (<i>donations postmarked by June 30th or before will be reflected in FY 24-25</i>) Travel Claims for travel through June 2025 (<i>or within five (5) business days upon completion of the trip to guarantee expense is posted to FY 24-25</i>) 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 2024-2025. If you have any questions regarding the year-end close schedule, please contact the Philanthropic Foundation at (657) 278-2786 or foundation@fullerton.edu.