



Administrative Affairs
FINANCIAL SERVICES

Date: February 28, 2025

To: Campus Employees

From: Carol Lee Carol Lee 02/28/2025
Assistant Vice President
Budget Planning and Analysis
AIC Financial Services

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Subject: **ADMINISTRATIVE PROCESSING TIMELINE FOR FISCAL YEAR 2024/25**

In order to ensure transactions are recorded in the appropriate Fiscal Year (FY), and to assure an efficient fiscal year-end close, the following Administrative Processing Timeline has been established to meet year-end close requirements. The deadline for submission of FY 2024/25 financial information to the Chancellor's Office is Tuesday, July 8, 2025.

The attached matrix outlines the deadlines that will allow the University to submit our financials by the July 8, 2025, deadline.

All information is due by the close of business on the dates specified, unless otherwise indicated. Requests received after the specified due date will be processed in FY 2025/26.

This information will also be posted to the Financial Services and University Accounting Services websites.

If you have any questions regarding the timeline for processing, please contact the individuals identified below.

Your cooperation and assistance are appreciated.

**Administrative Processing Timeline
Fiscal Year 2024/25
(for all State Funding Sources)**

Due Date	Activity Type	Description	Contact	Email
Friday, March 7, 2025	ATI & IT Review – Formal Bidding	<p>Last day to submit requisitions for Accessible Technology (ATI) and Information Technology (IT) review for the acquisition of information and communication technology items requiring formal bidding. This will allow time for ATI and IT reviews, which include compliance with Section 508 of the Rehabilitation Act/WCAG and IT security standards, prior to submission to Procurement and Support Services. To submit an ATI/IT Review, click ATI/IT Review or search “ATI” on eHelp after you have logged into eHelp. For more information visit the ATI/IT Procurement Review website.</p> <p><i>*Reminder: In order to meet Procurement and Support Services' processing dates, all requisitions requiring ATI and IT approval must include an additional three (3) weeks for review.</i></p>	Carol Gonzales Judy Shui Laura Carrizales	atireview@cpp.edu
Friday, March 21, 2025	Payroll Adjustments	Last day to submit payroll adjustment requests for Pay Periods through February 2025 to Budget Planning & Analysis (BP&A) via the Budget Planning and Analysis Requests Form .	BP&A Analysts & Carol Lee	budget@cpp.edu
Friday, March 28, 2025	Purchase Requisitions – Formal Bidding	Last day to submit requisitions to Procurement and Support Services for acquisition of items requiring formal bidding via the Procurement Request Form . This will allow time to comply with formal competitive bidding requirements and issue contracts or purchase orders prior to the fiscal year-end closing.	Sergio Rodriguez	procurement@cpp.edu
Friday, March 28, 2025	ATI & IT Review – No Formal Bidding	<p>Last day to submit requisitions for Accessible Technology (ATI) and Information Technology (IT) review for the acquisition of information and communication technology items not requiring formal bidding. This will allow time for ATI and IT reviews, which include compliance with Section 508 of the Rehabilitation Act/WCAG and IT security standards, prior to submission to Procurement and Support Services. To submit an ATI/IT Review, click ATI/IT Review or search “ATI” on eHelp after you have logged into eHelp. For more information visit the ATI/IT Procurement Review website.</p> <p><i>*Reminder: In order to meet Procurement and Support Services' processing dates, all requisitions requiring ATI and IT approval must include an additional four (4) weeks for review.</i></p>	Carol Gonzales Judy Shui Laura Carrizales	atireview@cpp.edu

Administrative Processing Timeline
Fiscal Year 2024/25
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Due Date	Activity Type	Description	Contact	Email
Friday, April 4, 2025	CB – Printing Services	Last day to submit Work Orders to Graphic Communications Services for printing services of \$10,000 or more . Work Orders received after this date will be processed against FY 2025/26 funds.	Lynn Tran David Segal	letran@cpp.edu dasegal@cpp.edu
Friday, April 25, 2025	CB – Printing Services	Last day to submit Work Order requests to Graphic Communications Services for printing services of \$9,999 or less . This provides enough time to quote and process your project prior to the fiscal year-end closing. Work Orders received after this date will be processed against FY 2025/26 funds.	Lynn Tran David Segal	letran@cpp.edu dasegal@cpp.edu
Friday, April 25, 2025	Payroll Adjustments	Last day to submit payroll adjustment requests for the March 2025 Pay Period to Budget Planning & Analysis (BP&A) via the Budget Planning and Analysis Requests Form .	BP&A Analysts & Carol Lee	budget@cpp.edu
Friday, April 25, 2025	CB – IT Data & Voice Services	Last day to submit Work Order requests to IT for data and voice services via ServiceNow . Work Orders received after this date will be processed against FY 2025/26 funds.	Rita Haerr Cynthia Morgan	rshaerr@cpp.edu cmorgan@cpp.edu
Friday, April 25, 2025	Purchase Requisitions – No Formal Bidding	Last day to submit requisitions and change orders to Procurement and Support Services for the acquisition of items not requiring formal bidding via the Procurement Request Form . This deadline allows sufficient time to comply with informal bidding requirements and issue contracts or purchase orders before the fiscal year-end closing. The Fiscal Year 2024-2025 Smartsheet Requisition submission portal will be shut down at close of business on this date. The 2025-2026 worksheet requisition entry portal will be activated on <u>Monday, May 5, 2025, at 8:00 AM</u> . <i>Effective April 25, 2025, all requisitions submitted to Procurement after this date will require prior approval from the respective divisional vice president before submission. Any requisitions submitted without the divisional vice president approval will be returned to the requester.</i>	Sergio Rodriguez	procurement@cpp.edu
Monday, May 5, 2025	Purchase Requisitions	Requisitions for Fiscal Year 2025/26 will be processed and issued to vendors after the current fiscal year-end close. Requisitions for FY 2025/26 can be submitted to Procurement no sooner than <u>Monday, May 5, 2025, at 8:00 AM</u> , when the FY 2025/26 Smartsheet Requisition Entry Portal will be activated.	Sergio Rodriguez	procurement@cpp.edu

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Tuesday, May 6, 2025	April CBs to UAS	Last day to submit chargebacks to University Accounting for postage, telephone call usage, quick print and other types of internal recharges through April 2025 via the CPP Journal Entry Request Form .	Carrie Lee	cppjerequest@cpp.edu
Wednesday, May 14, 2025	May CBs to UAS	Last day to submit chargebacks to University Accounting for postage, telephone call usage, quick print and other types of internal recharges through May 9, 2025 via the CPP Journal Entry Request Form . Charges incurred after this date will be processed against FY 2025/26.	Carrie Lee	cppjerequest@cpp.edu
Thursday, May 15, 2025	Effort Certification Forms	Last day for departments to submit ALL FINAL approved effort certification forms to Grants and Contracts for approval.	Lilia Maciel	Immaciell@cpp.edu
Friday, May 16, 2025	Capital Progress Payments	Capital/Construction progress payments must be submitted to Accounts Payable (cpp-ap@cpp.edu) by this date to ensure the activity is included in the claims submission process to the State Controller's Office (SCO).	Natalie Yan	cpp-ap@cpp.edu
Friday, May 16, 2025	Payroll Adjustments	Last day to submit payroll adjustment requests for the April 2025 Pay Period to Budget Planning & Analysis (BP&A) via the Budget Planning and Analysis Requests Form .	BP&A Analysts & Carol Lee	budget@cpp.edu
Wednesday, May 21, 2025	Claimable Fund Processing	Invoices, invoice adjustments and reclassifications posting against a Claimable fund must be submitted to Accounts Payable (cpp-ap@cpp.edu) no later than May 21, 2025.	Natalie Yan	cpp-ap@cpp.edu
Friday, May 23, 2025	Capital Cash Transfer Request	Last day to submit capital cash transfers to Budget Planning & Analysis (BP&A) via the Budget Planning and Analysis Requests Form .	BP&A Analysts & Carol Lee	budget@cpp.edu
Friday, May 30, 2025	Direct Pay Requests	Last day to submit Direct Pay requests to Accounts Payable (cpp-ap@cpp.edu) for processing against FY 2024/25 funds. All requests received after this date will be processed against FY 2025/26.	Natalie Yan	cpp-ap@cpp.edu
Friday, May 30, 2025	AP Invoices	Last day to submit invoices to Accounts Payable (cpp-ap@cpp.edu) to be included in the last check run for FY2024/25.	Natalie Yan	cpp-ap@cpp.edu

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Due Date	Activity Type	Description	Contact	Email
Monday, June 2, 2025	Corporate Travel Credit Cards	All Corporate Travel Card Monthly Summaries for the billing cycle ending May 15, 2025, must be received by University Accounting Services. Transactions for this billing cycle will be processed for FY 2024/25.	Laura Martinez	travel@cpp.edu
Monday, June 2, 2025	CFS Change Requests	Last day to submit requests for chartfield string changes or corrections to General Accounting for activity posted prior to June 1, 2025 via the CPP Journal Entry Request Form .	Carrie Lee	cppjerequest@cpp.edu
Monday, June 2, 2025	Bronco Bookstore	Invoices from Foundation for purchases or returns through the Bronco Bookstore must be submitted to Accounts Payable (cpp-ap@cpp.edu) for processing against FY 2024/25. All charges made after this date will be processed against FY 2025/26.	Natalie Yan	cpp-ap@cpp.edu
Monday, June 2, 2025	Concur Travel Requests	For business-related travel occurring through June 30, 2025, a Travel Request must be submitted and approved in Concur by end of business on June 2, 2025. Anticipated expenses will be extracted from Concur for FY 2024/25 year-end accrual reporting purposes. The Chartfield String information must be completed on the Travel Request for it to be accrued. Travel Requests submitted and approved after June 2, 2025, will be processed against FY 2025/26 funds. No other action is required by departments or travelers. Email requests and hard copies of Travel Requests will not be accepted.	Natalie Yan	travel@cpp.edu
Monday, June 2, 2025	Concur Expense Reports	For any in-person business-related travel completed prior to June 1, 2025, an Expense Report must be submitted and approved in accounting review in Concur by end of business on June 2, 2025. Actual expenses will be extracted from Concur and recorded against FY 2024/25 funds. The Chartfield String information must be completed on the Expense Report for it to be processed. Expense Reports submitted and approved after June 2, 2025, will be processed against FY 2025/26 funds. No other action is required by departments or travelers. Email requests and hard copies of Expense Reports will not be accepted.	Natalie Yan	travel@cpp.edu

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Due Date	Activity Type	Description	Contact	Email
Tuesday, June 3, 2025	Requests for IFT	Last day to request an Interagency Financial Transactions (IFT) from General Accounting for reimbursement of activity from the CO and/or other CSU campuses, via the Interagency Financial Transactions (IFT) Request Form .	Carrie Lee	uas-ar_nonstd@cpp.edu
Tuesday, June 3, 2025	AP Check Run	Final AP check run for FY 2024/25. <i>*Note: AP pay cycle on 06/03/2025, check printing on 06/04/2025.</i>	Natalie Yan	cpp-ap@cpp.edu
Wednesday, June 4, 2025	Library Check Run	Final Library check run for FY 2024/25.	Natalie Yan	cpp-ap@cpp.edu
Friday, June 6, 2025	PO Invoices	All PO invoices must be submitted to Accounts Payable (cpp-ap@cpp.edu) by June 6, 2025, in order to be processed against FY 2024/25 funds. <i>*Note: Last AP check run for FY2024/25 is on 06/03/2025, if an invoice needs to be paid prior to July 2025, please submit to AP by 05/30/2025.</i>	Natalie Yan	cpp-ap@cpp.edu
Monday, June 9, 2025	CFS Change Requests	Last day to submit requests for chartfield string changes or corrections to General Accounting for activity posted after June 1, 2025 via the CPP Journal Entry Request Form .	Carrie Lee	cppjerequest@cpp.edu
Monday, June 9, 2025	Grant Effort Certification Forms	Last day to submit effort certification forms to Budget Planning & Analysis (BP&A) via the Budget Planning and Analysis Requests Form .	BP&A Analysts & Carol Lee	budget@cpp.edu
Tuesday, June 10, 2025	Corporate Travel Credit Cards	All Corporate Travel Credit Card transactions must be posted by this date to be processed against FY 2024/25 funds. This is not the TRANSACTION DATE, but the POSTING DATE. If a purchase has not been posted by the vendor to your US Bank Account Activities Report by this date, it will be charged to FY 2025/26.	Laura Martinez	travel@cpp.edu
Friday, June 13, 2025	Payroll Adjustments	Last day to submit payroll adjustment requests for the May 2025 Pay Period to Budget Planning & Analysis (BP&A) via the Budget Planning and Analysis Requests Form .	BP&A Analysts & Carol Lee	budget@cpp.edu

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Monday, June 16, 2025	Budget Transfers & PBAs	Last day to submit budget transfers and position budget adjustments (PBAs) to Budget Planning & Analysis (BP&A) via the Budget Planning and Analysis Requests Form .	BP&A Analysts & Carol Lee	budget@cpp.edu
Monday, June 16, 2025	Requests for Invoice	Requests for third-party, non-student invoicing must be received in University Accounting Services by this date via the CPP Non-Student Billing Request Form . Requests received after this date may be processed after July 1, 2025, and reflected in the following fiscal year.	Carrie Lee	uas-ar_nonstd@cpp.edu
Friday, June 20, 2025	Student Check Run	Final student check run for FY 2024/25.	Natalie Yan MyVan Hua	cpp-ap@cpp.edu mvhua@cpp.edu
Wednesday, June 25, 2025	Payroll Check Run	Final payroll check run for FY 2024/25.	Natalie Yan Veronica Gauna	cpp-ap@cpp.edu vgauna@cpp.edu
Wednesday, June 25, 2025	PCard	All state procurement card transactions must be posted by this date to be processed against FY 2024/25 funds. This is not the TRANSACTION DATE, but the POSTING DATE. If a purchase has not been posted by the vendor to your US BANK Account Activities Report by this date, it will be charged to FY 2025/26.	Janice Lam-Nguyen	pcard@cpp.edu
Thursday, June 26, 2025	Designated Balances & Reserves	Last day for self-support units such as Housing, Parking, IRA, Health Services, CPGE, and ASI to submit the template for the designated balances and reserves.	Amy Cher	budget@cpp.edu
Tuesday, July 1, 2025	New Fiscal Year	First day to enter/process activity for the 2025/26 fiscal year.	Carrie Lee	carrielee@cpp.edu
Tuesday, July 1, 2025	Check Run	First check run for AP for the new fiscal year, 2025/26. <i>*Note: AP pay cycle on 07/01/2025, check printing on 07/02/2025.</i>	Natalie Yan	cpp-ap@cpp.edu
Wednesday, July 2, 2025	Check Run	First check run for Student, Library and Payroll for the new fiscal year, 2025/26.	Natalie Yan	cpp-ap@cpp.edu

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Reference Links:

[ATI/IT - Procurement Review](#)

[University Accounting Services - Forms](#)

[University Accounting Services - Accounts Payable](#)

[University Accounting Services - General Accounting](#)

[University Accounting Services - Concur](#)

[University Accounting Services - US Bank Corporate Travel Card Program](#)

[Procurement Services - Forms](#)

[Procurement Services - Procurement Card Program](#)

[Budget Planning & Analysis - Forms](#)

[Information Technology & Institutional Planning](#)

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