

FY 24-25
CUESTA COLLEGE
END-OF-YEAR CLOSEOUT SCHEDULE
For District and ASCC/Clubs/Trusts

May 9 (Friday)

Last day for submitting General Requisitions for new orders (Unrestricted Fund 1100)

Last day for submitting General Requisitions for new orders (Foundation Reimbursable Fund 12999 & 3399)

May 14 (Wednesday)

General Requisitions submitted by May 9th need to have completed the approval process

May 16 (Friday)

Last day for submitting General Requisitions new orders (restricted fund source – “12XXX”)

Last day for submitting requests for payments (ASCC/Clubs/Trusts)

Last day to order items to be delivered on Standing Purchase Orders

May 21 (Wednesday)

General Requisitions submitted by May 16th need to have completed the approval process

May 30 (Friday)

Last day for Cal Card Purchases (includes Staples orders), cards will be deactivated until July 1st

Last day to submit invoices/documents to Foundation to be encumbered

Last day to notify Purchasing to forward (‘roll’) specific purchase orders into the next fiscal year. ***PO’s to roll include goods-in-transit, multi-year contracts, finance agreements & multi-year capital projects only.***

All other standing PO’s close at year-end and must have a new-year requisition, signed by budget manager.

June 30 (Monday)

All goods must be received on campus to utilize FY 24-25 budget.

Last day to make FY 24-25 deposits at the Cashier’s Office (noon deadline)

July 1 (Tuesday)

New budget year begins - Requisitions may be processed in accordance with the FY 25-26 Tentative Budget

July 11 (Friday)

Last day for submitting all General Requisitions for Direct Pay and travel/conference/claim reimbursements (expended on/before June 30)

Last day to submit A/P invoices/approvals for payment (all divisions, departments, funds, grants)

Tentative budget loaded

July 18 (Friday)

Last day for Purchasing to close all remaining Purchase Orders (POs)

Last day to submit Journal Entry, Labor Redistribution requests, and Budget Transfer Requests.

Last day to submit A/R invoice requests to Fiscal Services (grants, Foundation, categorical, facilities-use, & state reimb. prog.)

July 25 (Friday)

Campuswide Close Out - FY 24-25: All divisions, departmental closing activities—INCLUDING GRANTS AND CAPITAL PROJECTS--must be completed.

August 1 (Friday)

General Ledger ~ FY 24-25 Final Close