



MEMORANDUM

DATE: May 23, 2023

TO: ASI Directors, State Hornet, IRA Recipients, Student Organization and Leadership

FROM: Mark Montalvo *MM*
Director of Finance & Administration, ASI

RE: 2022-2023 Fiscal Year-End Processing

The end of the fiscal year 2023 is fast approaching. Please read this memo in full as it includes information for processing year-end transactions. Direct any questions regarding fiscal year-end processing to the ASI Accounting Services, Humberto Perez, Accounting Manager, (916) 278-6277, Humberto.perez@csus.edu.

Item	Date	Comments
Purchasing cut-off date	Wednesday, June 7 th	Purchase orders <u>will not</u> be issued after June 7 th .
IRA Grant check requests: <u>must be</u> submitted through JotForm at https://form.jotform.com/220396701798162 Expense Transfers that need to be charged to IRA Grant, notify Elvia at efelix@csus.edu NO LATER THAN	Wednesday, June 21 st	<u>WILL BE EXPENSED in 22/23</u>
Clubs and Organizations check requests: <u>must be</u> submitted through JotForm at https://form.jotform.com/212876627231054 NO LATER THAN	Wednesday, June 28 th	<u>WILL BE EXPENSED in 22/23</u>
Receiving goods and services cut-off date	Friday, June 30 th	Any goods or services received after June 30 th for fiscal year 22/23 <u>will be</u> expensed in 23/24.
ASI departments will need to approve and authorize all Dayforce punches and Absence Requests through July 1 st by	10 a.m. , Friday, June 30 th	Call or e-mail Myra Makelim with questions at 916.278.5484 or makelim@csus.edu
Cash Receipts through June 30 th <u>must be</u> submitted by	NOON , Monday, July 3 rd	Submit to ASI Accounting Services or electronically to mrui@csus.edu
ASI Departmental FY22-23 check requests <u>must be</u> received via email to asi-ap@csus.edu and/or submitted via Microix NO LATER THAN	Wednesday, July 5 th	<u>WILL BE EXPENSED IN 22/23</u>
ASI Credit Card receipts and allocations for June 2023 statement <u>must be</u> submitted to asi-ap@csus.edu or ejuanlopez@csus.edu NO LATER THAN	Wednesday, July 5 th	<u>WILL BE EXPENSED IN 22/23.</u> Items/services received after June 30 th will be expensed in 23/24.
Month-End/Year-End Financial Reports	Available on Friday, July 21 st	<i>Final</i>