




MEMORANDUM

DATE: June 1, 2021

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

FROM: Mark Montalvo 
Director of Finance & Administration, ASI

RE: 2020-2021 Fiscal Year-End Processing

The end of the fiscal year 2021 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 Business Office, Humberto Perez, Accounting Manager, (916) 278-6277, Humberto.perez@csus.edu.

Item	Date	Comments
Purchasing cut-off date	Monday, June 9 th .	Purchase orders <u>will not</u> be issued after June 9 th .
IRA & External Grant check requests: <u>must be</u> received via email to asi-ap@csus.edu (External Grants) or asiaccounting@csus.edu (IRA Grants) NO LATER THAN	Monday, June 23 rd	<u>WILL BE EXPENSED in 20/21</u>
Receiving goods and services cut-off date	Wednesday, June 30 th .	Any goods or services received after June 30 th for fiscal year 20/21 <u>will be</u> expensed in 21/22
Clubs and Organizations check requests: <u>must be</u> received via email to asiaccounting@csus.edu NO LATER THAN	Wednesday, June 30 th .	<u>WILL BE EXPENSED in 20/21</u>

Item	Date	Comments
Cash Receipts	NOON , Thursday, July 1 st .	All cash receipts through June 30 th to ASI Business Office or electronically to jeanrubysanchez@csus.edu
Check requests for travel reimbursement for travel through June 30 th <i>must be</i> received via email to asi-ap@csus.edu NO LATER THAN	Thursday, July 1st.	<u>WILL BE EXPENSED in 20/21</u>
ASI departments will need to approve and authorize all Dayforce punches for Sunday, June 20th - Saturday, July 3rd - by	10 a.m., Friday, July 2 nd .	Call or e-mail Shelli Cokley with questions @ 916.278.4413 or shelli.cokley@csus.edu
Absence Requests through June 30 th <i>must be</i> approved and authorized in Dayforce NO LATER THAN	10 a.m., Friday, July 2 nd .	Includes all vacation, sick, well and personal time for 20/21
ASI Departmental FY20-21 check requests: <i>must be</i> received via email to asi-ap@csus.edu NO LATER THAN	Wednesday, July 7 th .	<u>WILL BE EXPENSED IN 20/21</u>
Month-End/Year-End Financial Reports (<i>Final</i>)	Available on Friday, July 23 rd .	