



The University Corporation  
San Francisco State

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San Francisco, CA 94132

[ucorp.sfsu.edu](http://ucorp.sfsu.edu)

May 3, 2017

To: UCorp Project Directors  
From: Tammie Ridgell, Director of Finance and Administration  
Subject: Year End Deadlines – Fiscal Year 2016 -2017

It is Year End closing time for Fiscal Year 2016 - 2017. Critical dates for the closing are outlined below.

| Deadline | Action Item   |
|----------|---|
| June 7   | Last Day to enter online requisitions in CFS for FY 16 - 17   |
|          | Please review all open requisitions and close those requisitions which are no longer valid  |
|          |   |
| June 16  | Last date to request <b>Account Adjustments</b> for transactions posted before May 31, 2017.  |
| June 20  | All Travel Advance/Requests settled by this date  |
|          | All <b><i>Signed Outstanding Invoices</i></b> to be paid must be submitted by this date ( <b>goods or services must be received and/or completed no later than June 30, 2017</b> ).<br>Last date to Submit signed <b><i>Check Requisition</i></b> and <b><i>Travel Claim</i></b> forms and <b><i>Personal Service Contracts</i></b> .   |
|          | Last date to settle Petty Cash Requests; no Petty Cash will be distributed after this date until the new Fiscal Year.   |
|          | Return completed <b><i>Purchase Order Closing List</i></b> by this date.  |
|          | <b>Final date to submit invoices for payments against existing purchase orders</b> for the 2016 – 2017. <b>After this date:</b><br>Submit <b>a list</b> of goods or services <u>received</u> by this date that <u>have not</u> been invoiced or paid; Please provide a Packing Slip or Contract for the list of goods or services to substantiate accruals for Fiscal Year 16 -17– any <b>Purchase Orders for items or services that do not meet these qualifications will be closed at 5:00pm.</b> |
| June 30  | Last day to make UCorp deposits <b>at 12pm for FY 16-17.</b>  |
| July 6   | <b>Resume A/P processing for the new fiscal year.</b>   |
| July 6   | First Day to enter Requisitions for FY 2016 - 2017  |
|          | <b>Payroll worksheet for Payroll accruals must be submitted by this date</b>  |

#### P-Card Card

The statement cycle for May/June 2017 ends on June 20th. All transactions posted on or before June 20th will be charged to the current FY 2016/17. Please plan your purchases accordingly as any transactions posted on or **AFTER** June 21st will be charged to the new FY 2017/18.

Thank you for your assistance.