FISCAL YEAR 2022-2023 CLOSING SCHEDULE and DEADLINES

Business Services: Purchasing Deadlines

|  |  |  |
| --- | --- | --- |
| Cut-off Date | Description | Notes/Explanation |
| May 10, 2023 | Purchase requisitions for equipment, furniture, and supplies (tangible goods) | All items must arrive by June 30, 2023 in order to be expensed in the current fiscal year. Those items received at a later date will impact the following year’s budget funds.Computer equipment or software requires authorization from the IS department and may add additional time. Please plan accordingly! |
| June 1, 2023 | Changes (increase/decrease) to existing POs | Requests for changes to existing POs must be received by the deadline. |
| June 9, 2023 | Items purchased with Open POs (Amazon, Home Depot, Office Depot, etc.) | All items must be received by June 30, 2023 in order to be expensed in the 2022-23 fiscal year. Open POs do not roll from year to year. A new open PO should be entered for the new fiscal year for 2023-24 purchases. |
| June 22, 2023 | CalCard Purchases | CalCard charges can take 1-2 business days to post on your statement. Charges posted after the June statement period will be paid from the 2023-24 Fiscal Year budget. Remember, CalCard purchases do not encumber funds and can lead to an over-spent budget. *No equipment greater than $200, services, or personal expenses may be charged with a CalCard.* |
| June 30, 2023 | All 2022-23 purchases and must be physically received at the District in order to be charged to this fiscal year’s budget and all services must be completed by 6/30/23 to be expensed in this fiscal year.Any purchases received and services preformed after June 30, 2023 will be expensed against the 2023-24 budget. |
| July 1, 2023 | Purchase Order (PO) Rollovers | A limited number and certain types of POs that will not be fulfilled by June 30, 2023 may be rolled over to the new fiscal year. Unspent General Unrestricted budgets and certain Categorical funds from 2022-23 do not carry forward. Note that Open POs do not rollover from year to year. |

Fiscal Services: Closing Schedule and Deadlines

|  |  |  |
| --- | --- | --- |
| Cut-off Date | Description | Notes/Explanation |
| May 10, 2023 | Facilities Work Requests | All Facilities work requests that are to be charged against the 2022-23 fiscal year must be received by the Facilities Department no later than the deadline indicated.Emergency requests received after this date must have written justification and approval by the Vice President of Finance and Administrative Services. |
| May 10, 2023 | Grants and Categorical Funds | Project managers must review their work plan in conjunction with expenditures posted in Budgets Overview. If your grant is expiring on 6/30/23, initiate your purchases well in advance of the purchasing and fiscal deadlines.If a carry-forward budget is allowed by the funding agency or grant ending on September 30, 2023, Fiscal Services may use deferred revenue accounts for associated goods/services that are provided or delivered after 6/30/23. Use a July 1, 2023 accounting date on requisitions for goods/services to be charged against carry-forward budgets.Contact Pai (pwang-Smith@palomar.edu) with questions. |
| June 30, 2023 | Checks/Cash Received | All cash/checks collected are to be deposited with the Cashier’s Office as soon as possible – do not hold funds received prior to June 30 for deposit in the following fiscal year. Departmental collections must be delivered to the Cashier’s Office by June 30th, at 12:00 pm. To plan to deliver a deposit to the Cashier’s Office, please contact Cassandra Stone at cstone@palomar.edu. |
| June 30, 2023 | Budget Adjustments  | The Budget Office will discontinue accepting budget adjustments or transfers for 2022-23 as of the deadline. Contact Brandi Taveuveu (btaveuveu@palomar.edu) for questions about Budget Adjustments. |
| July 3, 2023 | Payroll: Hourly timesheets | All hourly timesheets, overtime, extra hours and absence reports through 6/30/2023 are due to Payroll by the deadline.  |
| July 7, 2023 | CalCard Reconciliation Statements | Please contact Osmara Cobian (ocobian@palomar.edu) with any questions. |

|  |  |  |
| --- | --- | --- |
| Cut-off Date | Description | Notes/Explanation |
| July 14, 2023 | Employee Mileage Reimbursements | Claims for mileage incurred during the 2022-23 Fiscal Year must be received in Accounts Payable no later than the deadline. |
| July 14, 2023 | Pay Vouchers/Payment Requests | Non-PO pay vouchers for the 2022-23 Fiscal Year must be received in Accounts Payable no later than 12:00 pm on July 14, 2023. Procuring goods/services from vendors who are not already in the PeopleSoft database may cause delays in our ability to pay vendors. All new vendors must have a W-9 form on file |
| July 14, 2023 | Expense Transfers | Fiscal Services will no longer process expense adjustments after the deadline. Contact Nancy Lane (nlane@palomar.edu) with any questions.  |
| July 14, 2023 | Accounts Receivable | Departments aware of amounts owed to the College as of 6/30/23, including all billings to be invoiced, must send an e-mail to Pai Wang-Smith at pwang-smith@palomar.edu detailing the amount owed, the vendor name, and the account string to credit. |
| July 19, 2023 | Invoices | Goods must be received and/or services rendered by 6/30/23 in order to be paid in the 2022-23 fiscal year. If your department has not received an invoice for a service that has already taken place or a purchase that has been received, contact the vendor immediately. Please add a note at the top of the invoice in red to indicate the fiscal year the expense is associated with.Submit invoices to ap@palomar.edu by the deadline. Invoices received after this deadline will be charged against the 2023-24 Fiscal Year budget. |
| July 21, 2023 | Final Commercial Warrant Disbursement | This is the final check run for all fiscal year 2022-23 activity.  |
| July 27, 2023 | Grant Reconciliations | All June 30 grant reconciliations are due by the deadline indicated.  |

**Note: Any exceptions to the above deadlines must have a written justification and be approved by both the Division Vice President and the Vice President of Fiscal and Administrative Services.**