

**FY 20-21**  
**CUESTA COLLEGE**  
**END-OF-YEAR CLOSEOUT SCHEDULE**  
**For District and ASCC/Clubs/Trusts**

**April 30 (Friday)**

Last day for submitting General Requisitions for Amazon Orders

**May 14 (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 21 (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 use Standing Purchase Orders

**June 4 (Friday)**

Last day for Cal Card Purchases (includes Staples orders)

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 (Wednesday)**

All goods must be received on campus to utilize FY 20-21 budget.

Last day to make FY 20-21 deposits at the Cashier’s Office (noon deadline)

**July 1 (Thursday)**

New budget year begins - Requisitions may be processed in accordance with the FY 21-22 Tentative Budget

**July 9 (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 16 (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.

**July 21 (Wednesday)**

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

**July 23 (Friday)**

***Campuswide Close Out - FY 20-21: All divisions, departmental closing activities—INCLUDING GRANTS AND CAPITAL PROJECTS--must be completed.***

**August 6 (Friday)**

***General Ledger ~ FY 20-21 Final Close***