

**FY 08-09**  
**CUESTA COLLEGE**  
**END-OF-YEAR CLOSE OUT SCHEDULE**  
**For District and ASCC/Clubs/Trusts**

**May 15 (Friday)**

Last day for submitting requisitions (Unrestricted Fund 1100)

Last day for submitting requisitions (Foundation Reimbursables Fund 12999 & 33999)

**May 29 (Friday)**

Last day for submitting requisitions (restricted fund source – “12XXX”)

Last day for submitting requests for payments (ASCC/Clubs/Trusts)

Last day to use Standing Purchase Orders

**June 18 (Thursday)**

Last day for Cal Card Purchases

Last day for Office Depot on-line orders

Last day to notify AP to forward (“roll”) specific purchase orders into the next fiscal year. *PO’s to roll include goods-in-transit, multi-year financing agreements & multi-year capital projects only. All multi-year PO’s must have a new-year requisition, signed by budget manager.*

**June 25 (Thursday)**

All goods must be received on campus to utilize FY08/09 budget.

**July 1 (Wednesday)**

New budget year begins - Requisitions may be processed in accordance with the FY 09-10 Tentative Budget

**July 2 (Thursday)**

Last day for submitting all travel/conference/claim reimbursements (expended on/before June 30)

Tentative budget loaded

**July 9 (Thursday)**

Last day for AP to set up all district current liabilities (all divisions, departments, funds, grants)

*Capital Projects – Last day for invoices for services -- prior to 6/30 -- to be setup as CLs*

**July 16 (Thursday)**

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

Last day for Purchasing to close all remaining Purchase Orders (POs)

**July 23 (Thursday)**

Fiscal Services to download Preliminary YE Reports from county government. Includes all reclassification JEs.

**July 23 (Thursday)**

*Campus wide Close Out - FY 08-09: All divisions, departmental closing activities—INCLUDING GRANTS AND CAPITAL PROJECTS--must be completed. (Last day for Fiscal Services to complete all invoicing, journal entries, budget transfers and rollover calculations. (Contact SLO County to ascertain last day for District JEs to be submitted).*

**August 6 (Thursday)**

**General Ledger ~ FY 08-09 Final Close**

Fiscal Services to download Final YE Reports, including Treasurers Cash Rpt, GL Activity Rpt, etc. (day after SLO County’s close)

Fiscal Services to complete treasury account cash reconciliations