<table>
<thead>
<tr>
<th>DEADLINES</th>
<th>TRANSACTION TYPE</th>
<th>DESCRIPTION</th>
<th>DEPT/LOC</th>
<th>CONTACTS</th>
<th>EXT</th>
<th>EMAIL/DL</th>
</tr>
</thead>
<tbody>
<tr>
<td>TBD</td>
<td>TBD</td>
<td>CFS 9.2 MP 4.0 UPGRADE</td>
<td></td>
<td></td>
<td></td>
<td><a href="mailto:syim@fullerton.edu">syim@fullerton.edu</a></td>
</tr>
<tr>
<td>Friday, March 20, 2020</td>
<td>9:00 AM - 10:30 AM</td>
<td>Year-End Close Training</td>
<td>CP-730 Training Room</td>
<td>Steven Yim</td>
<td>4075</td>
<td><a href="mailto:syim@fullerton.edu">syim@fullerton.edu</a></td>
</tr>
<tr>
<td>Tuesday, March 24, 2020</td>
<td>9:30 AM - 11:00 AM</td>
<td>Year-End Close Training</td>
<td>CP-730 Training Room</td>
<td>Steven Yim</td>
<td>4075</td>
<td><a href="mailto:syim@fullerton.edu">syim@fullerton.edu</a></td>
</tr>
<tr>
<td>Wednesday, April 8, 2020</td>
<td>5:00 PM</td>
<td>Purchase Requisitions</td>
<td>Contracts &amp; Procurement/CP-300</td>
<td>Sergio Rodriguez, Nelson Nagai</td>
<td>5492</td>
<td><a href="mailto:Procurement@fullerton.edu">Procurement@fullerton.edu</a></td>
</tr>
<tr>
<td>Friday, May 15, 2020</td>
<td>5:00 PM</td>
<td>Purchase Requisitions &amp; Change Orders</td>
<td>Contracts &amp; Procurement/CP-300</td>
<td>Sergio Rodriguez, Nelson Nagai</td>
<td>5492</td>
<td><a href="mailto:Procurement@fullerton.edu">Procurement@fullerton.edu</a></td>
</tr>
<tr>
<td>Monday, May 18, 2020</td>
<td>7:00 AM</td>
<td>Purchase Requisitions - New Year</td>
<td>Contracts &amp; Procurement/CP-300</td>
<td>Sergio Rodriguez, Nelson Nagai</td>
<td>5492</td>
<td><a href="mailto:Procurement@fullerton.edu">Procurement@fullerton.edu</a></td>
</tr>
<tr>
<td>Friday, May 22, 2020</td>
<td>5:00 PM</td>
<td>Payroll Adjustments, Changes, Pay, Special Consultant Pay, Hire Forms</td>
<td>Payroll, Benefits &amp; Retirement Services/CP-770</td>
<td>Tami Lau, Ann Truong</td>
<td>3704</td>
<td><a href="mailto:Payroll@fullerton.edu">Payroll@fullerton.edu</a></td>
</tr>
<tr>
<td>Friday, May 29, 2020</td>
<td>5:00 PM</td>
<td>Direct Expense</td>
<td>Accounts Payable/CP-300</td>
<td>Mary Ann Torres, Kathleen Cariaga</td>
<td>5735</td>
<td><a href="mailto:AP@fullerton.edu">AP@fullerton.edu</a></td>
</tr>
<tr>
<td>Friday, May 29, 2020</td>
<td>5:00 PM</td>
<td>Invoices</td>
<td>Accounts Payable/CP-300</td>
<td>Mary Ann Torres, Kathleen Cariaga</td>
<td>5735</td>
<td><a href="mailto:AP@fullerton.edu">AP@fullerton.edu</a></td>
</tr>
<tr>
<td>Friday, May 29, 2020</td>
<td>5:00 PM</td>
<td>Travel Expense Claims&lt;br&gt;(Paper Claims for Student Business&lt;br&gt;Travel Only - all employee travel expense claims will be processed through Concur except for Academic Affairs areas that have not yet rolled out on Concur.)</td>
<td>Travel Operations/CP-300</td>
<td>Mary Ann Torres, Debbie Hagman</td>
<td>5735</td>
<td><a href="mailto:Travel@fullerton.edu">Travel@fullerton.edu</a></td>
</tr>
</tbody>
</table>

FURTHER DETAILS WILL BE PROVIDED TO THE CAMPUS, AS INFORMATION FROM THE CO BECOMES AVAILABLE.
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<tbody>
<tr>
<td>Monday, June 1, 2020 5:00 PM</td>
<td>Travel Request (Paper Travel Requests for Student Business Travel Only - all employee travel requests should be processed through Concur except for Academic Affairs areas that have not yet rolled out on Concur.)</td>
<td>Last day to submit approved travel requests with the appropriate documentation for travel. A list of open paper travel requests will be provided to the Division Financial Managers on Monday, April 20, 2020, for review and follow-up. Travel Operations will start assigning travel document numbers in June 2020 to approve paper Travel Requests for FY 2020-2021.</td>
<td>Travel Operations/ CP-300</td>
<td>Mary Ann Torres Debbie Hagman</td>
<td>5735 5385</td>
<td><a href="mailto:Travel@fullerton.edu">Travel@fullerton.edu</a></td>
</tr>
<tr>
<td>Friday, June 5, 2020 5:00 PM</td>
<td>Payroll Expense Transfers</td>
<td>The deadline for submission of Payroll Expense Transfer Forms to Budget Operations in order to be reflected in FY 2019-2020.</td>
<td>Resource Planning &amp; Budget/ CP-300</td>
<td>Joe Lipnisky</td>
<td>7392</td>
<td><a href="mailto:Budget@fullerton.edu">Budget@fullerton.edu</a></td>
</tr>
<tr>
<td>Monday, June 8, 2020 5:00 PM</td>
<td>Staples</td>
<td>All goods shipped before Monday, June 8, 2020 will be expensed for FY 2019-2020. This is the last day to order from Staples to ensure that transactions are posted in FY 2019-2020. Goods that are shipped after Tuesday, June 30, 2020 will be expensed in FY 2020-2021.</td>
<td>Contracts &amp; Procurement/ CP-300</td>
<td>Nelson Nagai Laura Restad</td>
<td>3829 5387</td>
<td><a href="mailto:ebusiness@fullerton.edu">ebusiness@fullerton.edu</a></td>
</tr>
<tr>
<td>Monday, June 8, 2020 5:00 PM</td>
<td>Procurement Card</td>
<td>Last day to make a purchase with your procurement card to ensure that transactions are posted in FY 2019-2020.</td>
<td>Contracts &amp; Procurement/ CP-300</td>
<td>Nelson Nagai Laura Restad</td>
<td>3829 5387</td>
<td><a href="mailto:ebusiness@fullerton.edu">ebusiness@fullerton.edu</a></td>
</tr>
<tr>
<td>Thursday, June 11, 2020 12:00 PM</td>
<td>Last AP Check Run</td>
<td>Last FY 2019-2020 Accounts Payable check run distribution.</td>
<td>Accounts Payable/ CP-300</td>
<td>Mary Ann Torres Kathleen Cariaga</td>
<td>5735 3339</td>
<td><a href="mailto:AP@fullerton.edu">AP@fullerton.edu</a></td>
</tr>
<tr>
<td>Monday, June 8, 2020 12:00 PM</td>
<td>Budget Transfers</td>
<td>The deadline for submission of online budget transfer requests is 12:00 PM on Monday, June 8, 2020. Divisional Financial Managers can expect to see their respective FY 2020-2021 Baseline Budgets as of year end June 30, 2020 loaded into CFS and OBIEE by July 31, 2020. Any changes may be submitted on a BTR for processing in August 2020.</td>
<td>Resource Planning &amp; Budget/ CP-300</td>
<td>Joe Lipnisky</td>
<td>7392</td>
<td><a href="mailto:Budget@fullerton.edu">Budget@fullerton.edu</a></td>
</tr>
<tr>
<td>Tuesday, June 30, 2020 12:00 PM</td>
<td>Deposit or Reimbursement to University Account</td>
<td>Submit checks for deposit to the Cashier's Office by 12:00 PM.</td>
<td>Cashiers/GH-180</td>
<td>Scott Petersen Diana Janzen</td>
<td>2759 4248</td>
<td><a href="mailto:Cashiers@fullerton.edu">Cashiers@fullerton.edu</a></td>
</tr>
<tr>
<td>Tuesday, June 30, 2020 12:00 PM</td>
<td>Petty Cash</td>
<td>Petty cash transactions (approved Disbursement Voucher) should be submitted to the Cashiers Office by 12:00 PM.</td>
<td>Cashiers/GH-180</td>
<td>Scott Petersen Diana Janzen</td>
<td>2759 4248</td>
<td><a href="mailto:Cashiers@fullerton.edu">Cashiers@fullerton.edu</a></td>
</tr>
<tr>
<td>Tuesday, June 30, 2020 4:00 PM</td>
<td>Receipt of Goods</td>
<td>Departments are reminded that all orders are to be delivered to Central Receiving. However, should an order be delivered directly to your department, Receiving must be notified immediately. Send an e-mail to Anthony Sinopoli in Receiving so the receipt can be appropriately recorded in CFS. Also please e-mail Contracts &amp; Procurement if goods are to be returned to the vendor (i.e., incorrect/defective merchandise). The deadline to notify Receiving is 4:00 PM.</td>
<td>Central Receiving/ T-1100</td>
<td>Anthony Sinopoli</td>
<td>2524</td>
<td><a href="mailto:asinopoli@Fullerton.edu">asinopoli@Fullerton.edu</a></td>
</tr>
<tr>
<td>Thursday, July 2, 2020 5:00 PM</td>
<td>Billing Request / Request for Invoice (RFI)</td>
<td>Requests for miscellaneous billing for FY 2019-2020 must be received by Accounting Services &amp; Financial Reporting (ASFR).</td>
<td>ASFR/ CP-300</td>
<td>Lynn Gañac</td>
<td>8474</td>
<td><a href="mailto:ASFR@fullerton.edu">ASFR@fullerton.edu</a></td>
</tr>
<tr>
<td>Thursday, July 2, 2020 5:00 PM</td>
<td>Expenditure Transfer Request (ETR), Non-Payroll</td>
<td>Submit electronic Expenditure Transfer Request forms [Non-Payroll] with backup documentation to &amp; Financial Reporting (ASFR).</td>
<td>ASFR/ CP-300</td>
<td>Lynn Gañac</td>
<td>8474</td>
<td><a href="mailto:ASFR@fullerton.edu">ASFR@fullerton.edu</a></td>
</tr>
</tbody>
</table>
# FISCAL YEAR 2019-2020 YEAR-END CLOSE CALENDAR

<table>
<thead>
<tr>
<th>FORMS:</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Accounting Services &amp; Financial Reporting</td>
<td><a href="https://adminfin.fullerton.edu/finance/asfr/forms/">https://adminfin.fullerton.edu/finance/asfr/forms/</a></td>
</tr>
<tr>
<td>Accounts Payable/Travel Operations</td>
<td><a href="https://adminfin.fullerton.edu/finance/ap_travel/forms/">https://adminfin.fullerton.edu/finance/ap_travel/forms/</a></td>
</tr>
<tr>
<td>Contracts &amp; Procurement</td>
<td><a href="https://adminfin.fullerton.edu/cp/forms/">https://adminfin.fullerton.edu/cp/forms/</a></td>
</tr>
<tr>
<td>Financial Services and Administrative Systems</td>
<td><a href="https://adminfin.fullerton.edu/finance/forms.php">https://adminfin.fullerton.edu/finance/forms.php</a></td>
</tr>
<tr>
<td>Payroll, Benefits &amp; Retirement Services</td>
<td><a href="http://hr.fullerton.edu/payroll_benefits/Forms.php">http://hr.fullerton.edu/payroll_benefits/Forms.php</a></td>
</tr>
<tr>
<td>Resource Planning &amp; Budget</td>
<td><a href="https://resourceplanning.fullerton.edu/forms/">https://resourceplanning.fullerton.edu/forms/</a></td>
</tr>
</tbody>
</table>