

**Important Note: Transactions or requests received by the cut-off dates allow for normal processing times and inclusion within 2017-2018. Any items received after the cut-off dates will be processed as time allows.**

Cut-Off Date	Transaction	Description	Contact
Monday April 23	E&IT Requisitions	Electronic & Information Technology (E&IT) requisitions must be <u>fully approved</u> in FTS by this date. E&IT is any information technology equipment or interconnected system or subsystem of equipment that is used in the electronic creation, conversion, or duplication of data or information.	Contracts & Purchasing Services
	Requisitions requiring formal bidding (generally over \$50k)	Requisitions for items requiring formal bidding must be fully approved in FTS by this date. This will allow time to comply with formal competitive bidding requirements and issue contracts or purchase orders prior to the fiscal year-end closing.	Contracts & Purchasing Services
Monday May 7	Furniture	Requisitions for furniture purchases, including those for freestanding furniture, modular panel systems, modular components and related design services, must be fully approved in FTS by this date. FD&O permit may be required.	Contracts & Purchasing Services
Tuesday May 15	GoCard Charges	Last day of the credit card statement periods for GoCard and Procurement Card purchases against 2017-18 funds. Charges incurred after these dates will be expensed in 2018-19. <b>Note:</b> Items placed on order or charged close to last day of statement period may not be included. Make orders early to allow for lag time.	GoCard Maggie DeLaMere 4-1572
Tuesday May 22	ProCard Charges		ProCard Sara Tipton 4-1569
Thursday June 7	Department Chargebacks and Billing Requests to Outside Customers CPOs (Cash Posting Orders)	Cut-off for billing uploads, Facilities, UPD, copier meter readings, postage charges and CPOs. Charges will post by June 22nd.	Mahrou Derakhshani 4-1669  For CPOs- Malou Manalo 4-1676
Friday June 8	Blanket Orders & Service Orders	Final day to purchase against commodity blanket orders and non-scheduled service blanket orders (e.g. computer repair, vet services, etc.).	Contracts & Purchasing Services
	Requisitions	Purchase requisitions for items not requiring formal bidding must be fully approved in FTS by this date. This will allow time to comply with informal bidding requirements and issue contracts or purchase orders prior to the fiscal year-end closing.	Contracts & Purchasing Services
	Change Order Requests	Final submission date to increase/decrease blanket order and service order dollar amounts. Departments are encouraged to liquidate stale encumbrances. Please request change orders via OnBase.	Contracts & Purchasing Services
Friday June 15	Travel Reimbursements, Direct Payment & Employee Reimbursement Requests, and e-Invoices	Travel Reimbursements, Direct Payment and Employee Reimbursement requests must be fully approved in FTS by this date.  Submit PO invoices via e-Invoice website with approval to pay or receipt information when required. Please respond quickly to requests for approval or receiving.	Travel: Maggie DeLaMere 4-1572  Non-travel: Accounts Payable
	Petty Cash Reimbursements	Final submission date for Petty Cash reimbursements. Expenses submitted for reimbursement after this date will be charged to 2018-19 regardless of when the actual expense was incurred.	Cashiering Services 4-1630
Thursday June 28	DEPOSITS	<u>Deadline is 3:00 PM</u> on this last day to make cash and check deposits in the Bursar's Office.	Cashiering Services 4-1630
Friday June 29	Budget & Expense Journals	FTS budget and expense journals and HR expense journals must be fully approved by this date to post in 2017-18.	Budget & Financial Management

Contact Information: Please contact individuals or departments as shown above, or FinanceConnect at 4-1558. See Finance staff assignments at Directory By Department: [http://www.sjsu.edu/finance/directory/directory\\_bydept/purchasing\\_directory/index.html](http://www.sjsu.edu/finance/directory/directory_bydept/purchasing_directory/index.html)