



Office of the Vice President
 Finance and Administration
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MEMORANDUM

TO: All Faculty and Staff
FROM: Mary Kaye Bailey, Vice President, Finance and Administration
SUBJECT: FY 2021 year-end cut-off dates
DATE: February 10, 2021

To ensure that financial transactions are completed prior to our fiscal year-end date of June 30, 2021, and to prepare CSN’s financial statements for audit purposes, the following guidelines and cut-off dates are being established. These dates will affect all **State** operating accounts (FD129, FD137, FD138, FD139) and **Grant** accounts (FD501 – FD503) ending on June 30, 2021.

R	Documents	Cut-off date/time of submission to Finance, unless stated otherwise
1	Purchase Requisitions for Furniture Requests	To Facilities Management by Monday, March 15, 2021 – 5:00 p.m.
2	All other purchase requisitions Accounting adjustments (including journals) *All purchased items must be received by June 30, 2021	Friday, April 2, 2021 5:00 p.m.
3	P-Card Transactions on State accounts cannot be made past this date	Monday, April 26, 2021 5:00 p.m.
4	Supplier Invoice Requests for all expenditures incurred prior to June 1, 2021 Expense Reports for travel completed prior to June 1, 2021 Expense Reports for reimbursement of non-travel expenses incurred on behalf of the college prior to June 1, 2021.	Friday, June 4, 2021 5:00 p.m.
5	Supplier Invoice Requests for all expenditures incurred between June 1 and June 30, 2021. Expense Reports for travel or mileage completed between June 1 and June 30, 2021. Expense Reports for reimbursement of non-travel expenses incurred on behalf of the college between June 1 and June 30, 2021.	Tuesday, July 6, 2021 5:00 p.m.

Other information to help you monitor your budgets:

- Department charge-back costs for convenience copies, printing services, and motor pool incurred on or before June 30, 2021 will be included in FY21. Please plan accordingly to ensure that you have enough budget remaining to cover these final expenses.
- Please ensure that your open POs are fully encumbered for any expected services/expenses through June 30, 2021.