

Let's Get Fi\$cal! - A Newsletter from the Controller's Office

Summer Deadlines and Dates of Importance – Some dates are subject to change

- June 14
 - Deadline for Department Requested JEs for FY24
 - All Encumbrances should be reviewed and confirmed as valid. Deadline to send requests to close PO's to Purchasing.
 - Deadline for Petty Cash reconciliation
- June 17
 - Last day to submit FY24 IDP's & IDG's to ensure they are processed on time
- June 18
 - Purchasing deadline – all requisitions must be **Entered and Fully Approved** to be included and expensed/encumbered in FY24
 - Deadline for any FY24 Travel Expense Claims (to be expensed to FY24 budgets – all travel received after 12 P.M. may be expensed to FY25)
 - **P-Card shut-off through June 30** – please allocate expenses as soon as you can
 - Individuals must access Jaggaer and enter receipts for goods and services that have already been received for PO's by end-of-day June 18th, 2024.
 - Note: PO's will only be included in the final check run if there is both a receipt entered, and an invoice received by end-of-day , June 18th.
 - The last day to submit a submit Payment Request, Check Request, and Team Travel Advance (Athletics) in Jaggaer is by end-of-day June 18th.
 - Note: Payment Requests, Check Requests and Team Travel Advances do not require a receipt.
- June 19
 - Juneteenth Holiday- Campus Closed
- June 20
 - Last **State** Check Run (fund 10) - Thursday
 - Last day for new account setup and object additions before FY25
- June 26
 - Last **Local** Check Run-Wednesday
 - All Property Disposal (Surplus) processes must be complete. Those for sale must be completed, items removed from campus, and any revenue deposited. Otherwise, Property Disposal (Surplus) must be resubmitted and approved in the next fiscal year.
- June 27
 - Cashier's Window closes at 4:30 P.M.
 - To ensure a FY24 posting please bring your deposits early.
 - No additional deposits will be posted to FY24 after this point
 - Student Accounts also stops processing payments at 4:30 P.M.

- July 1 – Fiscal Year 2025 Open
 - FY2025 Req's can be input
 - Input all Annual POs for FY25 ASAP – contact Purchasing with questions.
 - P-card is available
 - Allocate any remaining FY24 June P-card transactions by July 3rd
- July 3
 - First **State** Check Run
 - First **Local** Check Run
- July 4-5
 - Independence Day Holiday – campus closed
- July 8
 - P-card uploaded for June FY24 Activity
 - Final activity for FY24
 - FY2024 Soft-close - FY24 will be closed after the P-card is uploaded
- July 9
 - FY23 Balances available in Budget-to-Actuals (subject to change)
- July 12
 - MCD agreements should be completed and submitted with the Requisition in Jaggaer
- August 19-30
 - External Auditors start final testing
 - Be prepared to present P-card documentation as needed.

Notices

Deliveries

Please keep track of the deliveries you receive in the last weeks of June and early July. Timing is very key during these weeks as to what we can pay for and multiple audit reports so our office may contact you asking when you received certain items. Record actual delivered dates, especially for expensive orders.

Property Disposal (Surplus)

All Property Disposal (Surplus) [forms](#) must be completed and submitted to Purchasing by May 24th, to ensure the Surplus processes are completed by end of Fiscal Year.

Mobile Communication Devices (MCD's) - Cell phones and hotspots

Please complete [MCD agreements](#) for any employees that are to receive an allowance or that will have a college owned device in the upcoming FY25. The MCD agreements should be completed and submitted with the Requisition in Jaggaer by Friday July 12th.

MCD Allowance payments: Enter the MCD Allowance Request Requisition in Jaggaer and attach the completed MCD agreement. See [how to guide](#) on the Jaggaer resource site.

College Owned Device payments: Enter a requisition in Jaggaer for the applicable vendor (Verizon, Inland Cellular) for your department, with a line for each individual with a device, using a quantity of 12, and the monthly payment amount. Attach the completed MCD Agreements to the internal attachments.

If you do not know the current monthly cost of your device plan, contact Purch@lcsc.edu.

Accounts Payable will not process a Q1 allowance payment or July device payment without a corresponding Jaggaer PO and completed MCD agreement.

P-Cards

Shut Off Date: P-Cards will be shut off on June 18th to facilitate year-end closing procedures. If you have an extenuating circumstance and need to use your P-Card after this date, please contact Purchasing. P-Card users/managers are responsible for accessing Bank of America Works, allocating and approving the transactions by end-of-day July 3rd, to ensure transactions post in FY24.

Encumbrances

As we approach Fiscal Year end, please review your cost centers' encumbrances. If there are any POs that you would like closed, email Purch@lcsc.edu with the details by end-of-day June 14th.

Inventory and Fixed Assets

Ensure all inventory property tags and fixed asset information is returned ASAP to the Controller's Office for processing. Make sure all donations have been properly recorded with the Foundation.

In Closing . . .

As the current year closes and Fiscal Year 2025 begins, please be patient with your campus coworkers and be aware that some deadlines may be subject to adjustment while others are set in stone and no exceptions can be made. If you have any concerns or questions, please reach out to an appropriate Controller's Office staff member and we will do our utmost to assist you.