



Due Date	Task	Contact Dept	Business Units
11/28/2025	The schedule of Fall Faculty Release Time to be invoiced to the Foundations is due to General Accounting.	GA	LBCMP
11/28/2025	CPaCE Fall reimbursement schedule of items to be invoiced to the Foundations is due to General Accounting.	GA	LBCMP
4/3/2026	Requisitions needed for current year processing that require a formal bid are due to Purchasing.	PO	LBCMP, LBFDN, LB49R
4/29/2026	Departments must request closure of specific Purchase Orders. Purchasing will begin reviewing all open encumbrances with departments.	PO	LBCMP, LBFDN, LB49R
5/15/2026	The schedule of Spring Faculty Release Time to be invoiced to the Foundations is due to General Accounting.	GA	LBCMP
5/15/2026	CPaCE Spring reimbursement schedule of amounts to be invoiced to the Foundations is due to General Accounting.	GA	LBCMP
5/29/2026	Last day to submit approved requisitions for current year processing.	PO	LBCMP, LBFDN, LB49R
5/29/2026	No additional encumbrances will be added to existing blanket PO's.	PO	LBCMP, LBFDN, LB49R
5/31/2026	Purchasing will accept requisitions in CSUBuy for next fiscal year. Purchase Orders will not be dispatched, however, until July 1.	PO	LBCMP, LBFDN, LB49R
6/10/2026	Requests for IFTs (Interagency Financial Transactions) for reimbursements from the CO and/or other CSU campuses are due to General Accounting.	GA	LBCMP
6/12/2026	All claims for travel completed before this date are due to Accounts Payable. For any travel between June 13–30, claims are due in Accounts Payable upon completion of travel.	AP	LBCMP, LBFDN, LB49R

6/15/2026	All requests for miscellaneous invoicing to be processed for the current fiscal year are due to General Accounting.	GA	LBCMP
6/15/2026	Deadline to submit all current year journal entries with approvals and supporting documents to campus General Accounting. This includes all inter-unit journal entries between LBCMP, LBFDN, and LB49R.	GA	LBCMP
6/19/2026	Wire transfer requests for current year processing are due to Accounts Payable by 12:00 noon.	AP	LBCMP, LBFDN, LB49R
6/19/2026	Invoices for goods or services provided prior to this date are due to Accounts Payable.	AP	LBCMP, LBFDN, LB49R
6/23/2026	Last day to submit invoices to Accounts Payable to ensure processing in current fiscal year.	AP	LBCMP, LBFDN, LB49R
6/26/2026	Last Student refund file due to Accounts Payable by 12:00 Noon	AP	LBCMP, LBSTU
6/26/2026	Last day to submit Budget Transfer Requests to the Budget Office for current year processing.	B	LBCMP, LBFDN, LB49R
6/26/2026	Deadline to notify Receiving (by 4:30 PM) of the receipt of goods received directly by the department.	REC	LBCMP, LBFDN
6/26/2026	Final day to dispatch any open PO for current fiscal year	PO	LBCMP, LBFDN, LB49R
6/29/2026	Last day Accounts Payable will issue student refund checks before year end.	AP	LBCMP, LBSTU
6/30/2026	Accounts Payable department is closed for year-end processing.	AP	LBCMP, LBFDN, LB49R
7/1/2026	Inventory as of June 30 for Facilities Management, Copier Program, Computer Center, Print Shop, and Health Center are due to General Accounting.	GA	LBCMP
7/7/2026	Final reserve entries are due to Budget from departments.	B	LBCMP

7/8/2026	Deadline to submit all journal entries to clear deficit fund balances.	GA	LBFDN, LB49R
7/8/2026	All requests for invoicing to be processed for the current fiscal year from Research Foundation are due to General Accounting.	GA	LBFDN
7/10/2026	Deadline to submit all current year journal entries for the Foundations to General Accounting.	GA	LBFDN, LB49R
7/31/2026	Balance Sheet reconciliations as of June 30 are due to General Accounting.	GA	LBCMP