

Fiscal Year End Timeline Flow Chart

March

March

Email sent to review open PO & BPO

Mid-April - General

Input final requisitions to get a PO by last Friday of April



May

Early May - Grants/Categorical

Input final requisitions to get a PO by Mid-May

May 22

Stop Cal Card use except travel

End of May

Last day goods/services delivered to District



June

June 15

All PO/BPO will be closed

Final Cal Card statements due

Begin creating next year requisitions with July 1st date

June 22

All invoices due to Business Office



July

July 3rd

Travel Expense requests for year ending June 30th due to the Business Office