



ASSOCIATE VICE PRESIDENT  
BUSINESS AND FINANCE

OFFICE OF THE VICE PRESIDENT  
JAMES L. WELCH HALL (WH) B-470

**Date:** April 24, 2026  
**To:** Campus Community  
**From:** **Ryan Heredia, Interim Associate Vice President for Business and Finance**  
**Amanda Dodd, Chief People and Operations Officer, CSUDH Toro Auxiliary Partner**  
**Subject:** 2025/26 Year-End Close for University & CSUDH Toro Auxiliary Partners Account

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In preparation for the FY 2025/26 year-end closing, this memo provides due dates to assist in meeting required deadlines with minimal disruption to operations. Meeting established dates is important in ensuring the accuracy of the University's financial records. Unless otherwise noted, all documents must be received by 5 p.m. on the specified dates.

In addition to meeting these deadlines, departments should access and review departmental financial reports to ensure appropriate year-to-date budgets and expenditures have been recorded. For assistance in accessing and reviewing reports, please contact the fiscal officer for your division or college. For reporting discrepancies, please contact the appropriate Administration and Finance department: Procurement and Contracts (ext. 3799); Accounting Services (ext. 3791); Payroll (ext. 3769); Budget (ext. 3750); Facilities Services (ext. 3804); CSUDH Toro Auxiliary Partners (ext. 3306).

#### FISCAL YEAR 2025/26 YEAR-END UNIVERSITY ACCOUNTS\*

*\*Include all accounts held/managed by the University, including trust accounts, Extended Education, and ASI accounts payable and receivable.*

#### Thursday, May 1, 2026

- **Purchase Requisitions above \$100,000** are due in CSUBUY P2P to allow adequate time for bid advertising and submission prior to fiscal year-end.
- **Non-Maintenance Facility Work Orders** due to Facilities Services to allow sufficient time for estimating, chargeback approval, and processing.

#### Friday, May 29, 2026

- **Purchase Requisitions Under \$100,000 & All Change Orders** due to Procurement and Contracts.

#### Thursday, May 4, 2026

- **FY 26/27 Purchase Requisitions** can be entered into CSUBUY P2P **by changing the Accounting Date to 07-01-26 and adding "Fiscal Year 26/27" in the internal comments.** These requisitions will remain on hold until all current-year requisitions are processed. FY 26/27 Requisitions entered prior to this date will be returned by Procurement and Contracts.

**NOTE:** Paper and CFS requisitions are no longer accepted. Please contact Maria Hernandez, Director, Procurement and Contracts, ext. 3249 or [mehernandez@csudh.edu](mailto:mehernandez@csudh.edu), for guidance in the event of urgent or emergency requests.

### Wednesday, June 3, 2026

- **Chargebacks for services** performed through May 31, 2026, are due to Accounting Services and will be charged in FY 2025/26. Departments are requested to ensure sufficient funds are retained in the account provided for chargeback to pay for approved services. June chargebacks will be charged and posted in the following fiscal year.
- **Expenditure Transfer Requests** for July 2025 through May 2026 transactions are due to Accounting Services.

### Friday, June 5, 2026

- **Interagency Financial Transactions Request Forms** to invoice other CSUs & the Chancellor's Office to be credited to FY 2025/26 are due to Accounting Services.

### Friday, June 5, 2026

- **Overtime Authorization, Shift Differential & Student Pay Request** must be entered and approved in Absence Management and Time & Labor for the May 1, 2026 – May 30, 2026, pay period.

### Friday, June 5, 2026

- **Payroll Transfer Requests** and/or requests to correct salary expenses for periods 1-11 (July through May) due to the Budget Office.

### Tuesday, June 9, 2026

- **Personnel Transaction Forms & Faculty Contracts**, including for CCPE instructors, for June 2026 and prior months, due to Human Resources. Submission of summer session faculty contracts by this date is required to process June paychecks.
- **Special Consultant Pay Certifications/Vouchers** for May 2026 and prior months due to Human Resources.
- **Student Pay Transfers/Position Changes** for May 2026 and prior months due to Human Resources.
- **University P-Cards** may be used until June 14, 2026. To ensure timely reconciliation and proper posting of charges, P-Cards *may not be used between June 15 and June 30, 2026*, except for essential use only to be approved by the Purchasing Director or Associate Director prior to incurring charges. P- card charges thru June P-Card closing period will be expensed in the current fiscal year. If any material P- Card charges incurred after the June P-Card closing period, through June 30, 2026, may result in a current year expense accrual. Beginning July 1, 2026, P-Cards may be used to incur expenses in FY 2025/26.
- **Hourly Payroll Certifications/Vouchers** for May 2026 and prior months due to Payroll.
- **Stipend Requests** for May 2026 and prior months due to Payroll.
- **Payroll Adjustment Form** for any adjustment to pay for a previous pay period due to Payroll. **NOTE:** Pay-related documents submitted to Human Resources and Payroll after the above due dates will be expensed in FY 2026/27.

Friday, June 12, 2026

- **Invoice Request Forms** to invoice auxiliaries and other third parties to be credited to FY 2025/26 are due to Accounting Services.
- **Faculty Workload Summary Forms** to be credited for FY 2025/26 are due to Accounting Services. Faculty workload summary forms must be approved by Toro Auxiliary Partners.

Monday, June 15, 2026

- **Expenditure Transfer Requests** are due to Accounting Services.  
**NOTE:** ETRs submitted after June 15 require the division's VP approval and will be processed through July 1, 2026.

Monday, June 15, 2026

- **Travel Claims and Other Employee Reimbursements** to be charged to FY 2025/26, regardless of funding source, due to Accounting Services.  
**NOTE:** Travel expense claims supported by appropriate receipts and other documentation for travel completed between June 21 and June 30, 2026, are due in Accounting Services no later than June 30, 2026, for posting to FY 2025/26.
- **Budget Transfer Requests** from or between operating expense accounts due to the Budget Office.  
**NOTE:** Budget transfers resulting from the June labor cost distribution will be processed through July 1, 2026.

Monday, June 29, 2026

- **Departmental Deposits** for credit in FY 2025/26 must be received in the Cashier's Office by **12 pm**. The Cashier's Office will close at noon for year-end close processing.

**CSUDH TORO AUXILIARY PARTNERS (TAP) ACCOUNTS\***

*\*Includes all accounts held/managed by Toro Auxiliary Partners, including Office of Sponsored Research and Programs (OSRP), Philanthropic Foundation accounts, ASI student club accounts, and LSU accounts payable and receivable.*

Friday, May 29, 2026

- **Purchase Orders** for services/products provided between July 1, 2025, and on or before May 30, 2026, for posting to FY 2025/26 are due by May 2, 2026, to CSUDH Toro Auxiliary Partners. New purchase orders received after this date will be processed in FY 2026/27.

Friday, June 5, 2026 (at noon)

- **Requests to Invoice the University, Other Auxiliaries & Third Parties** (Accounts Receivable) that pertain to the period of July 1, 2025, to June 30, 2026, due to CSUDH Toro Auxiliary Partners in order to be posted and reflected in FY 2025/26. Requests to invoice received after this date will be processed in FY 2026/27.  
**For any essential dates of service or product provided from June 5, 2026, to June 30, 2026, that are not submitted by June 5, 2026, please work very closely with Andy Alvarez ([alvarez237@csudh.edu](mailto:alvarez237@csudh.edu)) for Philanthropic Accounts, [grants\\_ap@csudh.edu](mailto:grants_ap@csudh.edu) for Post Award accounts and Jeanell Flores ([jeflores@csudh.edu](mailto:jeflores@csudh.edu)) for TAP accounts, to make sure any receivables are recorded and adequately supported by July 3, 2026.**

### Friday, June 19, 2026

- **CSUDH Toro Auxiliary Partners P-Cards** may be used until **June 19, 2026**. To ensure timely reconciliation and proper posting of charges, P-Cards **may not be used between June 20 and June 30, 2026**, except for essential use only to be approved by Amanda Dodd, Toro Auxiliary Partners Chief People and Operations Officer, prior to incurring charges (please allow 10 business days for essential use only approval). P-Card charges that pertain to the period of June 1, 2026, to June 30, 2026, will be expensed, posted, and reflected in FY 2025/26. If any material P-Card charges incurred after the related closing period (through June 30, 2026), may result in a current year expense accrual. Beginning July 1, 2026, P-Cards may be used to incur expenses in FY 2026/27.
- **Open Purchase Orders** reviewed and updates on the receipt of services/products and closure requests, due to CSUDH Toro Auxiliary Partners, no later than Friday, June 12, 2026, to ensure accuracy.

### Friday, June 19, 2026

- **Accounts Payable Payment (Check) Requests** that are for reimbursements or invoices with an invoice date/services/product that pertain to **July 1, 2025, and on or before June 30, 2026**, are due to CSUDH Toro Auxiliary Partners no later than **June 19, 2026**, for posting to FY 2025/26. New Accounts Payable Payment (Check) Requests received after June 19, 2026, will be processed and paid in FY 2026/27. **The last Check Run date of FY 2025/26 will be June 24, 2026.**
- **Expense/Income Transfers** between accounts that pertain to the period of July 1, 2025, to June 30, 2026, are due by June 19, 2026, to CSUDH Toro Auxiliary Partners to be posted and reflected in FY 2025/26.
- **Payroll Expenses and Transfers** (transfers move salaries, taxes, and benefits from one account to another) that pertain to the period of July 1, 2025, to June 30, 2026, are due by June 19, 2026, to CSUDH Toro Auxiliary Partners to be posted and reflected in FY 2025/26. Support for the accrual for June 21, 2026 - June 30, 2026, will be based on the first pay cycle of FY 2026/27.

### Tuesday, June 23, 2026 (at noon)

- **Deposits (Cash/Checks)** for credit in FY 2025/26 must be received in the CSUDH Toro Auxiliary Partners office (*Leo F. Cain Library, Suite 3002*) by June 23, 2026, to be posted and reflected in FY 2025/26. Deposits received after this date will be deposited in FY 2026/27.

### Friday, June 26, 2026 (at noon)

- **Travel Reconciliations** for travel pertaining to **July 1, 2025, and on or before June 30, 2026**, are due to CSUDH Toro Auxiliary Partners no later than **June 26, 2026**, for posting to FY 2025/26.

### Tuesday, July 7, 2026

- For **invoices NOT received by the vendor or for other expenses that have not been recorded** as of June 19, 2026, where services or products that pertain to July 1, 2025, and on or before June 30, 2026, please work very closely with John Pulido ([jpulido5@csudh.edu](mailto:jpulido5@csudh.edu)) for Philanthropic Accounts, [grants\\_ap@csudh.edu](mailto:grants_ap@csudh.edu) for Post Award accounts, and Jeanell Flores ([jeflores@csudh.edu](mailto:jeflores@csudh.edu)) for TAP accounts **to make sure any accruals are recorded and adequately supported by July 7, 2026.**

***Invoices or requests for reimbursement for dates/services/products pertaining to June 30, 2026, or before, will not be processed after the deadlines above.***

Your assistance and support in adhering to these due dates are greatly appreciated and will allow the University, as well as CSUDH Toro Auxiliary Partners, to complete year-end financial transactions in a timely manner and produce accurate financial reports. Should you have questions, please feel free to call the appropriate department or either of us directly: Ryan Heredia, Interim AVP for Business and Finance, ext. 3750; or Amanda Dodd, Toro Auxiliary Partners Chief People and Operations Officer, ext. 2373.

Thank you