

To facilitate a timely year-end closing process that complies with the deadlines established by several state agencies and the CSU System Office, see the following cutoff dates for Fiscal Year 2025. **Please note: these are firm deadlines. Any submission after these dates must be approved by the Office of Financial Management.** Keep in mind that all goods received, services performed, or travel conducted by June 30, 2025, must be recorded in Fiscal Year 2025.

| DOCUMENT | SUBMITTAL CUTOFF DATE | CONTACT |
|---|-----------------------|--|
| Account Create/Close Requests | 19-May-25 | Dante.montoya@csupueblo.edu |
| FY25 Job Offer - fully approved with signed offer letter in FileBound | 10-Jun-25 | Csup_hr@csupueblo.edu |
| Payroll Adjustments | 6-Jun-25 | Catherine.chavez@csupueblo.edu Elizabeth.mercier@csupueblo.edu |
| Payment Requests to Accounts Payable email | 25-Jun-25 | csup_paymentrequests@csupueblo.edu |
| Interdepartmental Vouchers (IDVs), SB's | 25-Jun-25 | Nicole.lara@csupueblo.edu |
| Preliminary Requests for Grant Draws | 16-Jun-25 | Cyndie.decker@csupueblo.edu |
| Travel Reimbursement | 27-Jun-25 | Nicole.lara@csupueblo.edu |
| Disbursement Vouchers. DOC MUST BE FINAL BY JUNE 30th. | 25-Jun-25 | Nicole.lara@csupueblo.edu |
| GLT's, Transfers of Funds | 23-Jun-25 | Juanita.pena@csupueblo.edu |
| PCard Purchases. DOC MUST BE ALLOCATED AND FINAL BY 7/3/25 | 24-Jun-25 | Chris.fendrich@csupueblo.edu Deirdre.gonzales@csupueblo.edu |
| Last AR Posting | 26-Jun-25 | Arron.schmitz@csupueblo.edu |
| Credit Card Deposits to Cashier – See Below | 24-Jun-25 | Jerell.hall@csupueblo.edu |
| Deposits to Cashier by 10:00am | 24-Jun-25 | Jerell.hall@csupueblo.edu |
| Departmental Travel Card Receipts & Allocations FOR MAY TRAVEL CARD | 5-Jun-25 | Nicole.lara@csupueblo.edu |
| Departmental Travel Card Receipts & Allocations FOR JUNE TRAVEL CARD (It is important to make this date. Department cards without allocations will be reconciled to general department account on the 27th due to year-end) All GLTS made to reallocate after the fact will hit FY26 budgets. | 25-Jun-25 | Nicole.lara@csupueblo.edu |

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| FY25 Leave Requests – submitted and approved | 27-Jun-25 | Loretta.mcdaniel@csupueblo.edu |
| June NSH/Student Timesheets (Bi-weekly) | 27-Jun-25 | Catherine.chavez@csupueblo.edu |
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| | | Elizabeth.mercier@csupueblo.edu |

OUTSTANDING deposits (up through 6/23/2025) are due to the Cashier by June 27, 2025.

Budgets and spending can be monitored within the various General Ledger views in the Kuali Financial System (KFS). Additionally, the following resource is available to review account activity.

Departments can reference their actual expenditures by accessing monthly reports found on the I:\ drive as follows: I:\KFS\Reports\Revenue and Expense. Once there, select the most recent month's report. You can then click on the .pdf file with your account number (the list is in numerical order).