

DATE: March 3, 2025

TO: Campus Employees

FROM: Alexander Porter
Vice President for Administration and Finance / Chief Financial Officer

SUBJECT: FY 2024 (07/01/2024 to 06/30/2025) Year-End Close Guidelines

In order to ensure the accuracy of the University's financial records and the fiscal year-end financial statements and to assure an efficient fiscal year-end close, the processing guidelines attached to this memo have been established. All processes and timelines have been reviewed and updated as appropriate to provide as much flexibility as possible to the campus community.

All documents are due by the close of business on the dates specified unless otherwise indicated. All requests received after the specified deadline date will be processed in FY 2025 (07/01/2025 to 06/30/2026).

A year-end close workshop has been scheduled to provide an overview of the fiscal year-end close regulations, timelines, and reporting requirements. The workshop will be conducted on Monday, March 17, 2025, from 1:30 PM to 3:30 PM via Zoom. [Registration](#) is required to attend.

Please feel free to disseminate this information to the appropriate individuals within your organization. This memo will also be posted to the Financial Services website. Additional communication reminders will be distributed throughout the process.

If you have any questions regarding the year-end close guidelines, please contact Laleh Graylee, Senior Associate Vice President of Financial Services, at extension 2304, or by email at lgraylee@fullerton.edu.

Enclosed: FY 2024-2025 Year-End Close Calendar

FISCAL YEAR 2024 YEAR-END CLOSE CALENDAR

Current Fiscal Year: 2024 (07/01/2024 to 06/30/2025) New Fiscal Year: 2025 (07/01/2025 to 06/30/2026)

DEADLINES	BY TIME	TRANSACTION TYPE	DESCRIPTION	DEPT/LOC	CONTACTS	EXT	EMAIL/DL
Monday, June 30, 2025	5:00 PM	Procurement Card - Concur Approval	Final day to approve Concur Expense Reports for P-Card for inclusion in current FY. Status in Concur must be "Approved & in Travel or C&P Review."	Contracts & Procurement (e-Business) CP-300	Nikki Algarin-Chavarria	2411	Ebusiness@fullerton.edu
Monday, June 30, 2025	5:00 PM	Travel Expense Claims - Concur Approval	Final day to approve Concur Expense Reports for Travel for inclusion in current FY. Status in Concur must be "Approved & in Travel or C&P Review."	Travel Operations CP-300	Zarita Moore	3543	Travel@fullerton.edu
Tuesday, July 1, 2025	5:00 PM	Expenditure Transfer Requests (ETR)	Deadline to submit electronic Expenditure Transfer Request forms with backup documentation to Accounting Services & Financial Reporting (ASFR) for current FY.	Accounting Services & Financial Reporting (ASFR) CP-300	Sarah Nguyen Justin Chan	7756 8371	ASFR@fullerton.edu