



**ADMINISTRATIVE SERVICES
FISCAL YEAR 2023-24 CLOSING ACTION PLAN**

The purpose of this action plan is to help us have a successful FY 2023-2024 fiscal year closing and provide key document processing dates to the Hartnell College community.

Following are the definitions of several terms used throughout this memo:

- ➔ Fiscal/Budget Year July 1st through June 30th
- ➔ Closing Year/FY 2024 July 1, 2023 through June 30, 2024
- ➔ New Year/FY 2025 July 1, 2024 through June 30, 2025

The Business Office will work with you to make sure documents are charged to the appropriate fiscal year.

Please do not combine FY 2023-2024 and FY 2024-2025 transactions on a single document.

- ➔ Cashier’s Office Hours: 8:30 a.m. to 4:30 p.m., Monday through Thursday
 9:00 a.m. to 1:00 p.m., Friday
- ➔ Business Office Hours: 8:00 a.m. to 5:00 p.m., Monday through Friday
- ➔ Payroll Office Hours: 8:00 a.m. to 5:00 p.m., Monday through Friday

Fiscal Year 2023-2024 Key Closing Dates

Document Type	Business Office Cutoff Date for Old Year (FY2023-2024)	Business Office Acceptance Date for New Year (FY2024-2025)
Purchase Orders/Requisitions	5/03/2024 5:00 p.m.	6/03/2024
Office Depot supply orders	5/31/2024 5:00 p.m.	7/01/2024
Use of Existing Blanket Purchase Orders (BPO)	5/31/2024 5:00 p.m.	7/01/2024
Run Budget Reports and Review encumbrances	6/28/2024 5:00 p.m.	N/A
Cash Receipts (checks and/or credit card payments)	6/14/2024 5:00 p.m.	7/01/2024
Timecard Entry for period of June 11th to June 30th	Opens: 6/27/2024 Closes: 7/02/2024 5p.m.	N/A
Invoices and Packing slips (from POs)	7/15/2024 5:00 p.m.	7/01/2024
Travel Expense Claim Forms	7/15/2024 5:00 p.m.	7/01/2024
Check Requests	7/15/2024 5:00 p.m.	7/01/2024
Expenditure Transfers	7/15/2024 5:00 p.m.	7/31/2024
Time & Effort Forms (Federal Grant Employees)	7/15/2024 5:00 p.m.	7/10/2024
Budget Revisions/ Budget Transfers	7/15/2024 5:00 p.m.	10/01/2024

Index of Business Services and Other Important Contacts

Document Type	Contact Person	Phone Ext.
Accounts Receivables, Expenditure/Budget Transfer posting	Lucy Trafton	6737
Accounts Payable (A-Z), Check Requests	Karen Martinez accountspayable@hartnell.edu	6997
Payroll	Abel Del Real payroll@hartnell.edu	6951
Budget Revisions/Transfers	Paul Luciano David Techaira	6996 6835
Budget Revisions/Transfers - Grants	David Techaira Jennifer Santana	6835 6997
Travel / Mileage Reimbursements	Julia Silveira Lucy Trafton travel@hartnell.edu	6800 6737
Cash Receipts (Cashiers)	Diana Aiello / Sofia Martinez cashiers@hartnell.edu	6998
Grants	David Techaira Jennifer Santana	6835 6975
Expenditure Transfers – General Fund	Paul Luciano David Techaira	6996 6835
Expenditure Transfers – Grants	David Techaira Jennifer Santana	6835 6975
Purchasing, purchase orders and requisitions	Joanne Ritter purchasing@hartnell.edu	6129
Timecard Entry	Abel Del Real	6951