

### Accounts Payable Fiscal Year End Deadlines:

- Deadline to submit FY25 invoices to Accounts Payable (AP) is **10:00 AM, Monday, July 7**
- Deadline to submit FY25 Disbursement Vouchers (DV) is **10:00 AM, Monday, July 7**

### Action Items:

- Begin reviewing your open POs now to ensure sufficient funds are available. If not, please amend the PO ASAP.
- Please send invoices to AP as soon as you receive them. To avoid delays, ensure each invoice meets the following requirements:
  - Invoice must be in PDF format
  - Must include a valid CSU PO #
  - Vendor “remit to” name must match the name on the PO
  - Any special instructions must be included on the invoice (not in the body of an email)
- Only void an open PO if you are certain it has never been used and will not be used in the future. Procurement cannot reopen a voided PO for a payment to be made.
- Want to know if an invoice has been paid?
  - Go to the PO document and click “VIEW PAYMENT HISTORY” tab to see PREQ status (paid, awaiting receiving, etc.)
- **Do not submit FY26 invoices or DVs before Wednesday, July 9**, to allow AP to process FY25 invoices first. The only exception is for the following prepayment items:
  - Software
  - Memberships
  - Maintenance
  - Subscriptions
- AP can only initiate a PREQ for FY26 for the items above. Prepaid object code 1740 will be entered, and a note will be included on the PREQ to notify the Fiscal Officer.
- AP will not change object codes from a 6xxx to 1740 or 1790 on disbursement vouchers. Any prepayment submitted using a 6xxx object code will be disapproved.