

ADMINISTRATIVE SERVICES FISCAL YEAR 2019-20 CLOSING ACTION PLAN

The purpose of this action plan is to help us have a successful FY 2019-2020 fiscal year closing and to give key document processing dates to the Hartnell community.

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

- ➔ Fiscal/Budget Year July 1st through June 30th
- ➔ Closing Year/FY 2020 July 1, 2019 through June 30, 2020
- ➔ New Year/FY 2021 July 1, 2020 through June 30, 2021
- ➔ Fully Approved No further approvals required on the document

The Business Office will work with you to make sure documents are charged to the appropriate fiscal year. **Please do not combine FY 2019-2020 and FY 2020-2021 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 2019-2020 Key Closing Dates

Document Type	Business Office Cutoff Date for Old Year (FY2019-2020)	Business Office Acceptance Date for New Year (FY2020-2021)
Purchase Orders/Requisitions	5/01/2020 5:00 p.m.	5/31/2020
Office Depot Supply Orders	5/29/2020 5:00 p.m.	7/01/2020
Office Depot Printing	5/29/2020 5:00 p.m.	7/01/2020
Adjunct Contracts for Summer (Per HR Schedule)	5/29/2020 8:00 a.m.	N/A
Review and Clear Encumbrances	6/12/2020 5:00 p.m.	N/A
Cash Receipts (Checks and/or Credit Card Payments)	6/19/2020 5:00 p.m.	7/01/2020
Timecard Entry Closes (June 11 th – June 30 th)	6/29/2020 8:00 a.m.	N/A
Petty Cash Reimbursements	7/03/2020 1:00 p.m.	7/01/2020
Timecard Entry Closes (July 1 st – July 10 th)	7/03/2020 5:00 p.m.	N/A
Invoices and Packing Slips (From POs)	7/10/2020 5:00 p.m.	7/01/2020
Travel Expense Claim Form	7/10/2020 5:00 p.m.	7/01/2020
Check Requests	7/10/2020 5:00 p.m.	7/01/2020
Time & Effort Certifications (Federal Grant Employees)	7/10/2020 5:00 p.m.	
Expenditure Transfers	7/10/2020 NOON	7/01/2020
Budget Revisions/ Budget Transfers	7/10/2020 NOON	7/01/2020

Hartnell College Mission

Focusing on the needs of the Salinas Valley, Hartnell College provides educational opportunities for students to reach academic goals in an environment committed to student learning, achievement and success.

Hartnell College Vision

Hartnell College will be nationally recognized for the success of our students by developing leaders who will contribute to the social, cultural, and economic vitality of our region and the global community.

Index of Business Services and Other Important Contacts

Document Type	Contact Person	Phone Ext.
Accounts Receivable	Lucy Trafton	6737
Accounts Payable (A-Z)	Karen Martinez	6997
Payroll	Abel Del Real Dora Sanchez	6993 6951
Budget Revisions/Transfers Budget Revisions/Transfers - Grants	David Techaira Paul Luciano	6835 6983
Travel Claims and Credit Card Requests Travel Claims	Lucy Trafton Julia Silveira	6737 6800
Cash Receipts	Blanca Garcia Tina Summers	6700 6998
Check Requests	Karen Martinez	6997
Grants	Paul Luciano	6983
Expenditure Transfers – General Fund	Elizabeth Flores	6983
Expenditure Transfers – Grants	David Techaira Elizabeth Flores Jennifer Santana	6835 6983 6975
Purchasing	Joanne Ritter	6129
Petty Cash	Dora Sanchez David Techaira	6951 6835
Purchase Orders/Requisitions	Joanne Ritter	6129
Timecard Entry	Dora Sanchez Abel Del Real	6951 6993