

SECTION C: CASH RECEIPTS AND RECEIVABLES**C.1. Receivables:**

Any amounts due to the University for goods or services rendered prior to July 1, 2025, that will be submitted to the Receivables Department for invoicing must be reported to the Receivables Department, 360 Administration Building, by 5:00 PM Monday, June 23, 2025. Due to the routing requirements of the Distribution of Income and Expense documents related to receivables, Fiscal Officers must not delay processing these transactions at the end of June. To ensure credit to department's accounts for 2024-25 fiscal year, receivable related documents submitted prior to June 30, 2025, but waiting for Fiscal Officer approval, will be auto-approved on June 30, 2025.

C.2. Cash and Check Receipts:

Cash and check deposits submitted as a Cash Receipt financial document must have all departmental approvals and be awaiting Cashier's Office approval by 10:00 AM Monday, June 30, 2025. Funds to be deposited must be received by the Cashier's Office by 10:00 AM Monday, June 30, 2025, as well. Any receipts received after this period will be processed beginning July 1, 2025, and will post to the new year (fiscal year 2025-26 – Period 1).

C.3. Credit Card Deposits:

Daily credit card sales that are uploaded automatically by the Controller's Office will be processed as follows for year-end cutoff: Credit card sales processed through Sunday, June 29, 2025, will be recorded to the financial system as a Credit Card Receipt document by Monday, June 30, 2025. Credit card sales processed Monday, June 30, 2025, will be recorded to the finance system via Journal Voucher document to Fiscal Period 12 on Tuesday, July 1, 2025.

All other manual credit card deposits initiated through the financial system via the Credit Card Receipt document must be approved and in "FINAL" status by 5:00 PM Monday, June 30, 2025.

C.4. Advance Deposits:

All financial documents for recording deposits made directly to University bank accounts in June (Fiscal Period 12), including lock box deposits, must be approved and in "FINAL" status by 5:00 PM Monday, June 30, 2025 for inclusion in fiscal year 2024-25. Transactions involving Contract and Grant accounts ("RC" sub-fund) must route to Contract and Grant Administration Office (CGA) for approval. These transactions must be awaiting CGA approval by 12:00 PM Monday, June 30, 2025.