



**San José State**  
UNIVERSITY  
FOUNDATION

**Finance and Accounting**

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**DATE:** June 2, 2010  
**TO:** Project Directors and Primary Account Signers  
**FROM:** Paul E. Harris *PEH*  
Director of Finance and Accounting  
**SUBJECT:** Preparing for Fiscal Yearend Close - June 30, 2010

Once again, I would like to remind you that the Foundation fiscal year ends June 30, 2010. For our staff to have adequate time to properly account for all year-end activity, we request your timely cooperation in the following areas:

1. Please immediately submit for payment any invoices you have on hand.
2. In the first week of July, most vendors will invoice for June (or the entire quarter) for services or supplies. If you do not receive an invoice from your vendor(s) during the first week of July, please contact them and request one.
3. Please submit all invoices for payment to accounts payable for processing as soon as possible. Do not hold on to invoices. If you **do not** want to remit payment at that point in time, please send a copy of the invoice to the Foundation and indicate the reason for not paying. The Foundation will accrue the invoice amount, but will not pay until you submit a signed requisition for payment.
4. If you are not successful in getting invoices for goods or services that have been received, please e-mail Adele Ajimura, [aajimura@foundation.sjsu.edu](mailto:aajimura@foundation.sjsu.edu), the following information:

Account number  
Vendor name  
Amount  
Date of goods or services  
Description of goods or services

5. All blanket purchase orders expire June 30, 2010. Please submit a requisition for each vendor that requires a blanket purchase order for the fiscal year, July 1, 2010 to June 30, 2011.

Requests and requisitions received after June 15 cannot be guaranteed payment by June 30. Invoices received too late for year-end accrual date, July 12, 2010, jeopardize the integrity of the audit and can cause negative audit comments.

Thanks for your assistance.

Cc: Central Office