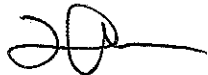


The University Corporation, San Francisco State

April 21, 2008

TO: The University Corporation, SF State, Program Directors


FROM: Larry J Ware
CFO/COO

SUBJECT: Year-End Calendar – U. Corp.

We are rapidly approaching a close of another fiscal year. In order for the University Corporation to meet its reporting obligations, the following processing deadlines have been scheduled:

DATE	ACTION
May 30	Final date to submit Express PO's
June 15	Last date to request Account Adjustments for transactions posted before May 31, 2008.
June 15	All Travel Advance Settlements/Requests due by this date.
June 20	Last date to submit payment requests (i.e., check requests, honoraria, etc....)
June 23	Last date to submit Petty Cash Requests; no Petty Cash will be distributed after this date.
June 30	Last Check run for 2007-08 fiscal year
July 7	First check run of new fiscal year 2008-09

We ask that you review all open purchase orders and close orders that are no longer active. Thank you for your assistance.

Should you have any questions, please contact Anthony Victoria at (415) 338-2238 or Tammie Ridgell at (415) 338-1706.

c: Tammie Ridgell
Vincent Cheung
Leonardo Valle
Anthony Victoria