



SAN DIEGO STATE  
UNIVERSITY  
FINANCIAL REPORTING

**DATE:** FEBRUARY 9, 2012  
**TO:** Project Leap  
**FROM:** Cathy Garcia, Manager  
**SUBJECT:** 2011/2012 ORDER REVIEW

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Greetings!

It's hard to believe we are over halfway through the 2011/2012 fiscal year! With that in mind, any order processed during the first half of the fiscal year (July – December) should have been received and paid by now. Although our office routinely reviews open orders, contacting departments for receiving information, contacting suppliers for delivery/invoices our efforts alone aren't enough. This notice is sent to request your assistance in closing out these outstanding orders. Please take a moment to review your open orders to determine:

- Goods or services may have been received directly by your department and there is no record of receipt in Receiving. Please e-mail Central Receiving with delivery information, i.e. PO number, date received, and department person who received goods.
- Goods or services are no longer needed. Perhaps the order can be cancelled or final closed. Complete and submit an on-line Final Close Request or if you have several orders that can be final closed, email a spreadsheet list of the orders to my attention [cgarcia@mail.sdsu.edu](mailto:cgarcia@mail.sdsu.edu) for distribution to the buyer for processing.

It is extremely important that we close out these outstanding orders to remain current in our financials and free up any funds so they may be used for current requirements of your department.

As we round the corner to the 2011/2012 fiscal year end, these proactive efforts will help to ensure smooth transition to the new 2012/2013 fiscal year.

***Your assistance is greatly appreciated!***

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