MEMO

DATE: January 27, 2012

TO: Administrators, Managers, Supervisors, and Department Chairs

FROM: Margie Padron, Deputy Director Purchasing & Contracts, and
John Thompson, Director, Fiscal Services

SUBJECT: DEADLINE FOR 2011-2012 PURCHASES

This memo provides information about upcoming purchasing deadlines. These deadlines are necessary to ensure an orderly year-end closing process, which will assist the District in preparing accurate 2011-12 financial statements and ending fund balance estimates.

**REQUISITIONS**
The following deadlines are similar to last years. We want to complete all of the 2011-12 purchases early enough to determine the level of budget saving that can be devoted to operations in 2012-2013. **Please plan ahead to ensure that requisitions are completed and approved by these deadlines:**

**GENERAL FUND**
Completed online and paper requisitions must be received in Fiscal Services by **February 24, 2012**. Therefore, all requisitions must be entered into PeopleSoft no later than **February 23, 2012** to allow for department approval the following day.

**GRANTS AND CATEGORICAL FUNDS**
Completed online and paper requisitions must be received by Fiscal Services no later than **March 9, 2012**. Therefore all requisitions must be entered into PeopleSoft no later than **March 8, 2012** to allow for department approval the following day.

**Note:** Online requisitions entered and placed “on hold” will not qualify as having met the deadline. It is the department's responsibility to insure requisitions are moving through all processes to Fiscal Services.

Requisitions for computers route to IITS and multimedia equipment requisitions route to Multimedia Services for approval prior to department approval. Please enter your requisitions to allow time for the additional approvals.

**LATE REQUISITIONS**
Any requisition submitted after these dates must be forwarded to the Executive Committee along with a completed “Request to Process Late Requisition” form (available at the Fiscal Services webpage). The Committee will evaluate the proposed purchase and determine (by consulting with the department) whether or not the purchase can be deferred until Fiscal Year 2012-2013. If the purchase cannot be deferred, the Committee will forward the requisition to Fiscal Services for processing. Even with Executive Committee authorization, 2011-12 requisitions cannot be processed after **June 1, 2012**. (See Late Requisition Flowchart at the end of this memo).
For all requisitions to be recorded as a Fiscal Year 2011-12 expense two things have to happen:

1. The requisitioned goods or services **must be received** by **June 30, 2012**,  
   And

2. You must approve the invoice for payment by signing it and submitting it to Accounts Payable by **June 30, 2012**.

**REIMBURSEMENT CLAIMS**

Claims for revolving cash reimbursements must be received in Fiscal Services by **June 30, 2012**. Any revolving cash claim received after **June 30, 2012** will not be reimbursed. Claims for mileage and conferences must be received in Fiscal Services by **July 20, 2012**. Any mileage or conference claim received after **July 20, 2012** will not be reimbursed.

**OPEN P.O. PURCHASES**

Departments using open purchase orders must complete their purchases by **May 30, 2012**. Open P.O. purchases for perishable food items for the Child Development Centers must be completed by **June 25, 2012**. Signed/approved invoices must be received in the Accounts Payable Office by **June 30, 2012**.

**‘C’ NUMBER ACCOUNTS**

Departments using ‘C’ Number Accounts must make any user or annual dollar limit changes by **May 25, 2012**. ‘C’ Number purchases may be made through June 30, 2012. As a reminder ‘C’ Number Accounts should only be used for:

- Purchases of office and instructional supply items from the Bookstore
- Purchases of $199.99 or less
- Immediate/emergency needs only
- Purchases of letterhead and authorization to make copies in the Reprographics Department
- Ordering of paper stock for copiers and fax machines from the Warehouse

**GRANTS & CATEGORICALS**

The procedures discussed above also apply to grant and categorically funded budgets. Late 2011-12 grant or categorical expenses will be:

1. Charged to your 2012-2013 grant or categorical budget, if carryover of unused funds is permitted by the funding agency or if it is a federal grant with a September 30th end date.

2. If #1 above does not apply because the funding agency does not allow carryover of unused funds, the late expenses will be charged to your 2012-2013 Unrestricted General Fund budget. You will be responsible for absorbing that cost within your 2012-2013 budget allocation. (See summary table below, page 3)
The following table summarizes the deadlines discussed above:

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>February 24, 2012</td>
<td>Requisitions using the Unrestricted General Fund (01) due to Fiscal Services.</td>
</tr>
<tr>
<td>March 9, 2012</td>
<td>Grant or categorical requisitions due to Fiscal Services</td>
</tr>
<tr>
<td>May 25, 2012</td>
<td>‘C’ Number Accounts users or budget amount changes</td>
</tr>
<tr>
<td>May 30, 2012</td>
<td>Open PO purchases must be completed by May 30 AND signed invoice(s) sent to Accounts Payable no later than June 30.</td>
</tr>
<tr>
<td>June 25, 2012</td>
<td>Open PO purchases for perishable food items for the Child Development Centers must be completed by June 25 AND signed invoice(s) set to Accounts Payable no later than June 30.</td>
</tr>
<tr>
<td>June 30, 2012</td>
<td>Revolving cash reimbursements due in Fiscal Services</td>
</tr>
<tr>
<td>June 30, 2012</td>
<td>ALL “approved for payment” (department signature) invoices submitted to Accounts Payable</td>
</tr>
<tr>
<td>July 20, 2012</td>
<td>Conference and mileage reimbursement claims due in Fiscal Services</td>
</tr>
</tbody>
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If you have any questions regarding these deadlines, please contact Margie Padron at ext. 4947, John Thompson at ext. 4102 or Patti Davis at ext. 4905.

**Late Requisition Flowchart**

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Requester -> Vice President -> Executive Committee

Exec. Approval?

Yes

1

No

1

Accounting – Chartfield approval

Purchasing – PO created

Accounts Payable – cuts check when PO & signed invoice received

Vice President – returns unapproved late req. to requestor
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