

Gamboa, Benjamin

From: Gamboa, Benjamin
Sent: Tuesday, February 16, 2010 11:06 AM
To: Financial 2000 Users
Subject: Purchasing Cut-Off Dates - FY 2010

Importance: High

As we begin to wind down this academic year, we are communicating to you the year-end purchasing procedures and deadlines. These deadlines will ensure that all purchases are made and goods and services delivered by June 30. Also, it will give us an opportunity to close the books in a timely manner, determine budget balances that may be used to cover areas of deficit such as utility accounts, and set up Open Purchase Orders for Fiscal Year 2011.

PURCHASING DEADLINES: All Purchase Requisitions must be in Financial 2000 **and** approved through to the Purchasing department **by 5:00 p.m.** on the respective cut-off date noted below, or they will be returned to your department unprocessed.

- **April 16** is the cut-off for all Purchase Requisitions encumbering funds from all general fund unrestricted accounts.
- **May 7** is the cutoff for all other funding sources (including but not limited to categorical and grant programs and all other fund types).

Please Note: All exceptions must be reviewed and approved by the Chancellor's Cabinet.

OPEN PURCHASE ORDERS: Please begin to review all current Open PO's to make sure that all goods and/or services will be received on or prior to June 30, 2010. If it is determined goods and/or services will not be received prior to June 30, 2010, please take one of the following actions:

- PO should be **Final Paid by Accounts Payable** for goods and/or services already received if no others are to be received by June 30, and a FY 2011 Requisition will need to be initiated for the remaining goods and/or services received after June 30;
- PO should be adjusted via **Change Order by Purchasing** for only the goods and/or services to be received by June 30, and a FY 2011 Requisition will need to be initiated for remaining goods and/or services received after June 30; or
- PO should be **Closed by Purchasing** if no goods and/or services are to be received, and a FY 2011 Requisition will need to be initiated for all goods and/or services.

CONFERENCES, TRAVEL & MILEAGE: Please anticipate **all** allowable conference, travel, and mileage expenses you may incur after the cut-off dates and prior to June 30, 2010. This applies to all expenses regardless of funding source. Purchase Requisitions must be processed for the estimated total expenses. Failure to do so will either delay—or even prevent—reimbursement. **Please Note: All exceptions must be reviewed and approved by the Chancellor's Cabinet.**

INVOICES & PAYMENTS: Invoices need to be submitted to Accounts Payable as soon as possible in order to ensure prompt payment to vendors. The payment process cannot begin until Accounts Payable receives **all** necessary documents authorizing payment. Please make sure the Responsibility Center Manager signs all documents that are forwarded to authorize payment.

NEW FISCAL YEAR 2011 REQUISITIONS: Requisitions can be initiated on or after **June 14, 2010**. However, vendors will be instructed goods and/or services cannot be received until July 1, 2010 or later.

If you have any questions or concerns, feel free to contact myself or June Flores in Purchasing. Please share this information with your departments.

Regards,

Benjamin Gamboa
Purchasing Agent
San Bernardino Community College District
909.382.4089