MEMO

DATE: January 7, 2013

TO: Administrators, Managers, Supervisors, Department Chairs & PeopleSoft Requisitioners

FROM: Margie Padron, Interim Director Business Support Services, and John Thompson, Director, Fiscal Services

SUBJECT: DEADLINE FOR 2012-2013 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 2012-13 financial statements and ending fund balance estimates.

REQUISITIONS
The following deadlines have been moved back from last year’s and we now have a single deadline for unrestricted and grant requisitions. We want to complete all of the 2012-13 purchases as early as possible to determine the level of budget savings that can be devoted to operations in 2013-2014. It is encouraged to submit requisitions well in advance of these deadlines especially for those items that may require a long lead time or a formal bid process. Please plan ahead to ensure that requisitions are completed and approved by these deadlines:

GENERAL FUND, GRANTS AND CATEGORICAL FUNDS

Completed requisitions must be received in Fiscal Services by March 29, 2013. Therefore, all requisitions must be entered into PeopleSoft no later than March 28, 2013 to allow for department approval the following day.

Note: 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 2013-2014. If the purchase cannot be deferred, the Committee will forward the requisition to Fiscal Services for processing. Even with Executive Committee authorization, 2012-13 requisitions cannot be processed after May 31, 2013. (See Late Requisition Flowchart at the end of this memo).
For all requisitions to be recorded as a Fiscal Year 2012-13 expense two things must happen:

1. The requisitioned goods or services must be received by June 27, 2013,

And

2. You must approve the invoice for payment by signing it and submitting it to Accounts Payable by June 27, 2013.

REIMBURSEMENT CLAIMS

Claims for revolving cash reimbursements must be received in Fiscal Services by June 27, 2013. Any revolving cash claim received after June 27, 2013 will not be reimbursed. Claims for mileage and conferences must be received in Fiscal Services by July 18, 2013. Any mileage or conference claim received after July 18, 2013 will not be reimbursed.

OPEN P.O. PURCHASES

Departments using open purchase orders must complete their purchases by May 31, 2013. Open P.O. purchases for perishable food items for the Child Development Centers must be completed by June 25, 2013. Signed/approved invoices must be received in the Accounts Payable Office by June 27, 2013.

‘C’ NUMBER ACCOUNTS

Departments using ‘C’ Number Accounts must make any user or annual dollar limit changes by May 24, 2013. ‘C’ Number purchases may be made through June 27, 2013. 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

GRANTS & CATEGORICALS

The procedures discussed above also apply to grant and categorically funded budgets. Late 2012-13 grant or categorical expenses will be:

1. Charged to your 2013-2014 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 2013-2014 Unrestricted General Fund budget. You will be responsible for absorbing that cost within your 2013-2014 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>March 29, 2013</td>
<td>Requisitions using the Unrestricted General Fund (01), grant or categorical funds due to Fiscal Services.</td>
</tr>
<tr>
<td>May 24, 2013</td>
<td>‘C’ Number Accounts users or budget amount changes.</td>
</tr>
<tr>
<td>May 31, 2013</td>
<td>Open PO purchases must be completed by May 31 AND signed invoice(s) sent to Accounts Payable no later than June 27.</td>
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<tr>
<td>June 25, 2013</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 27.</td>
</tr>
<tr>
<td>June 27, 2013</td>
<td>Revolving cash reimbursements due in Fiscal Services.</td>
</tr>
<tr>
<td>June 27, 2013</td>
<td>ALL “approved for payment” (department signature) invoices submitted to Accounts Payable.</td>
</tr>
<tr>
<td>July 18, 2013</td>
<td>Conference and mileage reimbursement claims due in Fiscal Services.</td>
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</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**

1. Requester
2. Vice President
3. Executive Committee
   - Exec. Approval?
     - Yes
     - No
       - Vice President – returns unapproved late req. to requestor
   - Accounting – Chartfield approval
   - Purchasing – PO created
   - Accounts Payable – cuts check when PO & signed invoice received