



MEMORANDUM
Office of Fiscal Services

TO: Campus Community
FROM: Marie Vidana-Barda
Interim Director, Fiscal Services
DATE: February 23, 2017
SUBJECT: Year-End Purchasing Cutoff

Please adhere to the following purchasing deadlines in order to receive equipment and supplies and process payments in the Fiscal Year 2016-2017.

PURCHASE TYPE	DEADLINE FOR UNRESTRICTED FUNDS	DEADLINE FOR CATEGORICAL/RESTRICTED FUNDS
Furniture, Equipment	March 31, 2017	April 28, 2017
Computers	March 31, 2017	April 28, 2017
Supplies	May 12, 2017	May 12, 2017
Approved Travel	Must be encumbered by May 31 and travel completed by June 30	Must be encumbered by May 31 and travel completed by June 30

Invoices should always be sent from the vendor directly to Accounts Payable (AP). However, if you have invoices in your possession please forward to AP as soon as possible to ensure payment can be made in the correct fiscal year.

Budget Account Managers always review your encumbrances and approve requisitions in a timely manner (especially at year-end). If encumbrances still show; payment has not been made. Please contact AP to see if they have an invoice; if not, you will need to contact the vendor and instruct them to send an invoice to AP.

The last day to purchase supplies is **May 12, 2017**. The Unrestricted General Fund deadline for furniture, equipment, and computers is **March 31, 2017**. Unrestricted General Funds are those account numbers with Site 00, i.e., 01 **00** 13 1953 0000 4300. All account numbers with Site 50 are considered categorical or restricted.

NOTE: All supplies, computers, furniture, and equipment MUST be received in the VVC Warehouse by June 30, 2017, or orders may be canceled. Any items received after June 30 are considered purchases made in the new fiscal year and will affect your budget for FY 2017-2018.

RESTRICTED AND CATEGORICAL PROGRAMS

1. It is imperative that Restricted/Categorical program staff carefully plan their purchases for the remainder of the year.
2. **NEW!!!** Short-term/temporary/hourly/student workers and certificated, full-time, and part-time with teaching assignments who work from June 24, 2017 to June 30, 2017 need to submit timesheets for that time-frame to Payroll **NO LATER** than noon on July 5, 2017 to have the payroll charges posted to the 16/17 fiscal year. Payroll charges for late timesheets will be charged to the new fiscal year.
3. Programs on a different fiscal cycle will be held to this deadline, and are required to close out the college's fiscal year on June 30, 2017. Carryover balances will be established in the new fiscal year, and spending can continue until the program's fiscal year ends.

We appreciate your cooperation in closing this fiscal year; additional budget planning is necessary for the 17/18 fiscal year. If you have any questions, please call Marie Vidana-Barda in Fiscal Service at extension 2450.