



MEMORANDUM

Office of Fiscal Services

TO: Campus Community
FROM: Karen Hardy
Interim Director, Fiscal Services
DATE: March 9, 2022
SUBJECT: Year-End Purchasing Deadlines

Please adhere to the following purchasing deadlines in order to receive equipment and supplies and process payments in the Fiscal Year 2020-2021.

PURCHASE TYPE	DEADLINE FOR UNRESTRICTED FUNDS	DEADLINE FOR CATEGORICAL/RESTRICTED FUNDS
Furniture, Equipment	April 4, 2022	May 2, 2022
Computers	April 4, 2022	May 2, 2022
Supplies	May 16, 2022	May 16, 2022
Cal Card Cutoff	June 15, 2022	June 15, 2022
Approved Travel and other purchases using object codes in 5XXX	Must be encumbered by May 29 and travel completed by June 30	Must be encumbered by May 29 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 16, 2022**. The Unrestricted General Fund deadline for furniture, equipment, and computers is **April 4, 2022**. 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, 2022, or orders may be canceled. Any items received after June 30th are considered purchases made in the new fiscal year and will affect your budget for FY 2022-2023.**

RESTRICTED AND CATEGORICAL PROGRAMS

1. It is imperative that Restricted/Categorical program staff carefully plan their purchases for the remainder of the year.
2. The following employees that complete timesheets who are working June 24, 2022 to June 30, 2022 need to submit their timesheets for that time-frame to the Dean June 30th for signature, and then to Payroll NO LATER than noon on July 01, 2022. A supplemental payroll will be generated July 15th. This ensures the payroll charges post to the 21/22 fiscal year. Payroll for late timesheets will be charged to the new fiscal year.
 - Short-term/temporary/hourly/student workers
 - Certificated - full-time, and part-time with teaching assignments
 - Counselors
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, 2022. Carryover balances will be established in the new fiscal year, and spending can continue until the program's fiscal year end.

We appreciate your cooperation in closing this fiscal year; additional budget planning is necessary for the 22/23 fiscal year. If you have any questions, please call Karen Hardy in Fiscal Services at extension 2450.