

IMMEDIATE ATTENTION

March 9, 2020

MEMORANDUM

TO: Budget Authorities

FROM: Beth Groff
Comptroller

SUBJECT: Closing Dates, Fiscal Year Ending June 30, 2020
Grants ending June 30
FCSRMC Administrative Account

MARK YOUR CALENDAR

It's time to prepare for year-end closing! These deadline dates have been established as indicated in the *Schedule for Year-End Closing Fiscal Year 2019/2020*. All deadlines are firm, so it is imperative as a department budget manager that you take particular care to determine how each deadline impacts your area and schedule accordingly. Thank you in advance for your cooperation in adhering to the schedule.

Due to the high volume of activity during this time period, please make sure to enter and submit your requisitions well before the due dates outlined below. **REMINDER:** All requisitions must be approved by the budget authority by the due dates. **All approval levels must be completed for the Purchasing Office to receive the requisition.** The requisitions will be processed by the Purchasing Department as they are able, with current expense requisitions getting priority. Due to the high quantity of requisitions received, this could take several weeks. Remember that for current expense items to be expensed against your 2019/2020 budget, goods and services **MUST** be received by June 30 and the invoice or receiving notice submitted to Accounts Payable by July 7.

Petty Cash: Requesting reimbursement on a daily basis is not the intended use of Petty Cash. Therefore, departments should plan ahead and use the requisitioning system. The Office for Finance will be closely monitoring each Petty Cash receipt, and we request that you plan for your expenditures using purchase orders.

Printed Marketing Items: Plan ahead for the design and approval of printed marketing items before college year-end deadlines. This includes new and reprint orders with any Santa Fe College logo – table throws, banners, fliers, etc. – purchased on individual or blanket POs and with procurement cards. Visit sfcollege.edu/ccs to review the online Brand Guide and submit project requests by the following deadlines:

- Brochures, Posters, Promotional Materials, etc.: April 8, 2020
- Complete IDB's with Communications & Creative Services: April 24, 2020

Emergencies: It is our goal that true emergencies are kept to a minimum. Therefore, please remember that emergency requests should be items which are outside planning control, such as machinery breakdown. **ONLY** true emergency items will be handled outside of the stated time frames. Requests for emergency purchases should be submitted to Beth Groff in writing (via email) with the nature of the emergency clearly stated.

Once again we look forward to working with each of you, and we appreciate your cooperation and understanding as we close out another fiscal year.

Schedule for Year-End Closing FY 2019/2020
MARK YOUR CALENDAR FOR THESE IMPORTANT DATES

March 31	2019/2020 Inventory	Last day to complete the 2019/2020 annual inventory
March 31	2019/2020 Bids/Solicitations	Last day to submit a requisition greater than \$35,000 for this fiscal year (2019/2020)
April 8	Printed Marketing Materials	Last day to submit a request to Communications & Creative Services for printed marketing materials for this fiscal year (2019-2020). Includes table throws, flyers, banners, etc. Go to sfcollege.edu/ccs .
April 10	2020/2021 Bids/Solicitations	Information is due (not a requisition) for goods and services greater than \$35,000 for next fiscal year with a July 1 start. This information will be used by Purchasing to generate a formal bid/quote for your department. (e.g., a contract for \$35,000 with a beginning date of July 1, 2020 will have a PO cut on/about July 1, 2020, but will need to go out for bid in April). Do not submit a requisition until July 1, but be sure funding for next fiscal year will be available.
April 24	ID Billings with CCS	Last day to submit Inter-Departmental Billings (IDBs) with Communications & Creative Services.
April 27	2020/2021 Travel Requests	Travel requisitions for 2020/2021 (travel occurring July 1 or later) can be entered on the system. Be sure to change the FY to 2021 when entering.
May 15	2019/2020 PO Changes	Last day to increase and decrease purchase orders. The budget authority must send an email to Heather Domin in Purchasing with the PO number and the amount of the increase or decrease. <i>Note: Please be sure you have sufficient balances on your TempForce POs to cover projected needs through June 30, 2020.</i>
May 22	Current Expense Requisitions	Last day for Purchasing to receive requisitions using the 2019/2020 Current Expense operating budget. Requisitions for goods and services which are not physically received by June 30 will NOT be carried forward and will NOT be added to your 2020/2021 budget. This includes in-district travel registration fees to be paid by purchase order. REMINDER: All approval levels must be completed before Purchasing will receive the requisition. Use eStaff to track the approval status of requisitions.
May 22	Capital Expense Requisitions	Last day for Purchasing to receive requisitions using the 2019/2020 Capital Outlay operating budget. Only items under the bid limit or on State contract can be accommodated on this schedule. Budget will be carried forward and budgeted in the new year if items are not physically received by June 30. REMINDER: All approval levels must be completed before Purchasing Office will receive the requisition. Use eStaff to track the approval status of your requisitions.
May 31	P-Card Use	Last day to make Procurement Card purchases for FY 2019/2020.
June 5	ID Billings	Last day to submit Inter-Departmental Billings (IDBs).
June 5	Petty Cash	Last day to submit Petty Cash receipts. Submit receipts to the Cashier Office by NOON.
June 5	Blanket Purchase Orders	Last day to make purchases against blanket purchase orders. This does not include TempForce. You must ensure that sufficient balances exist on the blanket PO prior to ordering. (See May 15 deadline.)
June 12	Out-of-District Travel	Last day to submit out-of-district travel authorization online for travel that will be completed by June 30. 2020/2021 travel may be entered beginning April 27. Be sure to change the FY to 2021 when entering.
June 16	Loadsheets	Loadsheets must be submitted.
June 30	TempForce	Last day to make purchases against TempForce blanket purchase orders.
June 30	Cashier Receipt Books	All pre-numbered receipt books must be turned in at the Cashier Office no later than noon . Receipt books for 2020/2021 can be picked up on July 1.
July 1	2020/2021 New Requisitions	First day to submit requisitions against the 2020/2021 fiscal year budget (Current and Capital expense).
July 1	Inventoried Equipment	All inventoried equipment received before June 30 must have a Santa Fe College identification number. If it does not, contact the Property Office.
July 2	Payroll Loadsheets	All loadsheets must be finalized. Absence Reports & Sub Pay Vouchers for 7/15 must be submitted.
July 7	Payroll Certifiers	All online certifiers for time worked June 16, 2020 – June 30, 2020 must be certified for 7/15 pay date.
July 7	2019/2020 Travel Vouchers	Last day to submit travel reimbursement vouchers, including in-district travel logs, for travel which was completed by June 30.
July 7	2019/2020 Invoices	All invoices must be submitted to Accounts Payable by July 7 to be paid against a 2019/2020 PO. This includes TempForce. If you do not have an invoice but have received items, contact Accounts Payable.

*******Please note: Vice Presidents may impose earlier due dates.*******