

IMMEDIATE ATTENTION

March 17, 2021

MEMORANDUM

TO: Budget Authorities

FROM: Francisco Lopez
Comptroller

SUBJECT: Closing Dates, Fiscal Year Ending June 30, 2021
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 2020/2021*. 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 2020/2021 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: Petty Cash is temporarily being processed by purchase order only. All requisitions for petty cash reimbursement are due by June 4th.

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/marcom to review the online Brand Guide and submit project requests by the following deadlines:

- Brochures, Posters, Promotional Materials, etc.: April 7, 2021
- Complete IDB's with Marketing & Communications (formerly CCS): April 21, 2021

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 Francisco Lopez in writing (via e-mail) 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 2020/2021
MARK YOUR CALENDAR FOR THESE IMPORTANT DATES

March 31	2020/2021 Inventory	Last day to complete the 2020/2021 annual inventory
March 31	2020/2021 Bids/Solicitations	Last day to submit a requisition greater than \$35,000 for <u>this fiscal year (2020/2021)</u>
April 7	Printed Marketing Materials	Last day to submit a request to Marketing & Communications for printed marketing materials for this fiscal year (2020/2021). Includes table throws, flyers, banners, etc. Go to sfcollege.edu/marcom .
April 9	2020/2021 Bids/Solicitations	Information is due (not a requisition) for goods and services greater than \$35,000 for <u>next fiscal year</u> 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, 2021 will have a PO cut on/about July 1, 2021, 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 21	ID Billings with MarCom	Last day to submit Inter-Departmental Billings (IDBs) with Marketing & Communications.
April 27	2021/2022 Travel Requests	Travel requisitions for 2021/2022 (travel occurring July 1 or later) can be entered on the system. Be sure to change the FY to 2022 when entering.
May 21	2020/2021 PO Changes	Last day to increase and decrease purchase orders. The budget authority must send an e-mail to Heather Domin in Purchasing with the PO number and the amount of the increase or decrease. <u>Note: Please be sure you have sufficient balances on your TempForce POs to cover projected needs through June 30, 2021.</u>
May 28	Current Expense Requisitions	Last day for Purchasing to receive requisitions using the 2020/2021 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 2021/2022 budget. This includes in-district travel registration fees to be paid by purchase order. <i>REMINDER: All approval levels must be completed before Purchasing will receive the requisition. Use eStaff to track the approval status of requisitions.</i>
May 28	Capital Expense Requisitions	Last day for Purchasing to receive requisitions using the 2020/2021 Capital Outlay operating budget. Only items under the bid limit or on State contract can be accommodated on this schedule. Budget <u>will</u> be carried forward and budgeted in the new year if items are not physically received by June 30. <i>REMINDER: All approval levels must be completed before Purchasing Office will receive the requisition. Use eStaff to track the approval status of your requisitions.</i>
June 1	P-Card Use	Last day to make Procurement Card purchases for FY 2020/2021.
June 4	ID Billings	Last day to submit Inter-Departmental Billings (IDBs).
June 4	Petty Cash	Last day to submit Petty Cash requisitions. For the fiscal year ending June 30, petty cash reimbursement is only possible by requisition through eStaff. .
June 4	Blanket Purchase Orders	Last day to make purchases against blanket purchase orders. This does not include TempForce. <u>You must ensure that sufficient balances exist on the blanket PO prior to ordering.</u> (See May 28 deadline.)
June 11	Out-of-District Travel	Last day to submit out-of-district travel authorization online for travel that will be completed by June 30. 2021/2022 travel may be entered beginning April 27. Be sure to change the FY to 2022 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 2021/2022 can be picked up on July 1.
July 1	2021/2022 New Requisitions	First day to submit requisitions against the 2021/2022 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, 2021 – June 30, 2021 must be certified for 7/15 pay date.
July 7	2020/2021 Travel Vouchers	Last day to submit travel reimbursement vouchers, including in-district travel logs, for travel which was completed by June 30.
July 7	2020/2021 Invoices	All invoices must be submitted to Accounts Payable by July 7 to be paid against a 2020/2021 PO. <u>This includes TempForce.</u> If you do not have an invoice but have received items, contact Accounts Payable.

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