IMMEDIATE ATTENTION

March 24, 2023

MEMORANDUM

TO: Budget Authorities

FROM: Francisco Lopez, Comptroller

SUBJECT: Closing Dates, Fiscal Year Ending June 30, 2023
Grants ending June 30
FCSRMC Administrative Account

MARK YOUR CALENDAR

It's time to prepare for year-end closing! The deadline dates have been established as indicated in the *Schedule for Year-End Closing Fiscal Year 2022/2023.* 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.

IMPORTANT REMINDERS

- Due to the high volume of activity during this period, be sure to enter and submit your requisitions well before the due dates outlined below. All requisitions **MUST** be approved by the budget authority by the due dates.
- All approval levels **MUST** be completed for Purchasing to receive the requisition.
- Requisitions will be processed by Purchasing as they are able, with current expense requisitions getting priority. Due to the high quantity of requisitions received during year-end, this could take several weeks.
- For current expense items to be expensed against your 2022/2023 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 processed by purchase order only. All requisitions for reimbursement are due by June 26.

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 6, 2023
- Complete IDBs with MarCom: April 20, 2023

Emergencies: It is our goal that true emergencies are kept to a minimum. Therefore, please remember that emergency requests must be items which are outside planning control, such as machinery breakdown. ONLY true emergencies will be handled outside of the stated time frames. Requests for emergency purchases should be submitted to Francisco Lopez 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 2022/2023

MARK YOUR CALENDAR FOR THESE IMPORTANT DATES
Please note: Vice Presidents may impose earlier due dates

March 31	2022/2023 Inventory	Last day to complete the 2022/2023 annual inventory.
March 31	2022/2023 Bids/Solicitations	Last day to submit a requisition greater than $65,000 for **this fiscal year (2022/2023)**
April 6	Printed Marketing Materials	Last day to submit a request to Marketing & Communications for printed marketing materials for this fiscal year (2022/2023). Includes table throws, flyers, banners, etc. Submit requests via sfcollege.edu/marcom.
April 7	2022/2023 Bids/Solicitations	Information is due (not a requisition) for goods and services greater than $65,000 for **next fiscal year** with a July 1 start. This information will be used by Purchasing to generate a formal bid or quote for your department (e.g., a contract for $65,000 with a beginning date of July 1, 2023, will have a PO cut on/about July 1, 2023 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 20	ID Billings with MarCom	Last day to submit Inter-Departmental Billings (IDBs) with Marketing & Communications.
April 21	2022/2023 Travel Requests	Travel requisitions for 2023/2024 (travel occurring July 1 or later) can be entered on the system. Be sure to change the FY to 2024 when entering.
May 19	2022/2023 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. *Note: Please be sure you have sufficient balances on your Spherion (formerly TempForce) POs to cover projected needs through June 30, 2023.*
May 26	Current Expense Requisitions	Last day for Purchasing to receive requisitions using the 2022/2023 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 2022/2023 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 26	Capital Expense Requisitions	Last day for Purchasing to receive requisitions using the 2022/2023 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.*
June 1	P-Card Use	Last day to make Procurement Card purchases for FY 2022/2023.
June 2	Inter-Departmental Billings	Last day to submit Inter-Departmental Billings (IDBs).
June 26	Reimbursement Requisitions	Last day to submit reimbursement requisitions. For the fiscal year ending June 30, reimbursement is only possible by requisition through eStaff.
June 2	Blanket Purchase Orders	Last day to make purchases against blanket purchase orders (not including Spherion). You must ensure that sufficient balances exist on the blanket PO prior to ordering. (See May 19 deadline.)
June 9	Out-of-District Travel	Last day to submit out-of-district travel requisitions online for travel that will be completed by June 30, 2022/2023, travel may be entered beginning Apr 27. Be sure to change the FY to 2023 when entering.
June 30	Spherion	Last day to make purchases against Spherion (formerly 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 2022/2023 can picked up on July 1.
July 1	2023/2024 New Requisitions	First day to submit requisitions against the 2023/2024 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 Martin Valentine
July 3	Payroll Loadsheets	All loadsheets must be finalized. Absence Reports and Sub Pay Vouchers for 7/15 must be submitted.
July 6	Payroll Certifiers	All online certifiers for time worked June 16, 2023 – June 30, 2023 must be certified for the 7/15 pay date.
July 7	2022/2023 Travel Vouchers	Last day to submit travel reimbursement vouchers, including in-district travel logs, for travel which was completed by June 30.
July 7	2022/2023 Invoices	All invoices must be submitted to Accounts Payable by July 7 to be paid against a 2022/2023 PO. **This includes Spherion (TempForce).** If you do not have an invoice but have received items, contact Accounts Payable.