



Business Services

# Budget Development Workshop

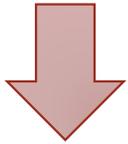
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FEBRUARY 25, 2026

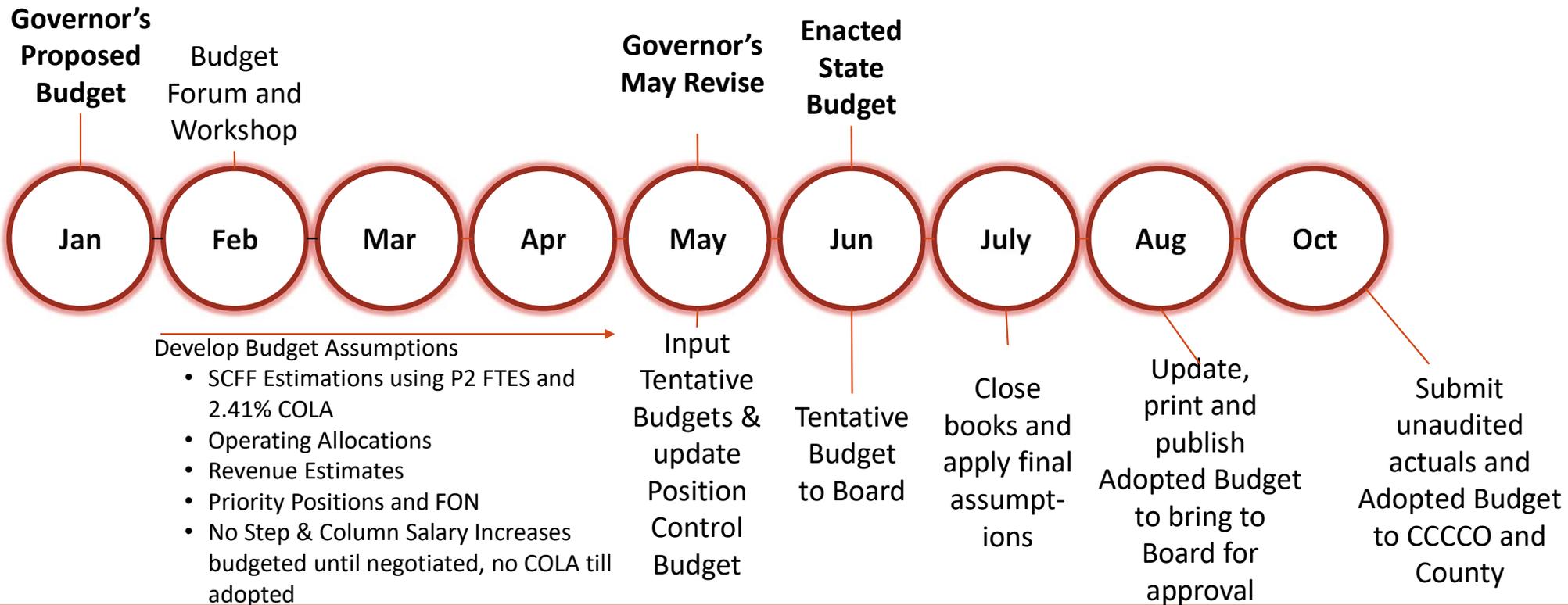
# Today's Presentation

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- Chaffey College Budget Overview
- 2026-27 Chaffey College Budget Projections
- Budget Development Tools & Processes



# Budget Timeline





# Chaffey College Budget Overview

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**What is a Budget?** A budget is a financial plan of estimated or intended expenditures for a given period, along with proposals for financing them. A budget in which revenues and expenditures are equal is a balanced budget – total projected revenues equal total projected expenditures.

**Why do we need a Budget?** Title 5, Section 58305 requires that each district's board approve a tentative budget no later than July 1 of each fiscal year and a final budget no later than September 15<sup>th</sup>.

**What is the District's budget type?** The District uses an **incremental base budget** type. It assumes that each year is relatively the same and that any new activity is an add-on. It is the most efficient way to budget and usually has a large centralized component.



# Chaffey College Budget Overview

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Board Policy **6200 Budget Preparation** – provides specific criteria for Chaffey College’s budget development process.

Board Policy **6250 Budget Management** – provides general information related to budget management and budget revisions

See Budget Development Calendar

# Institutional Planning

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## **Educational Master Plan** **Chaffey Goals**

- Chaffey College will be an equity-driven college that fosters success for all students
- Chaffey College will ensure learning and timely completion of students' educational goals
- Chaffey College will develop and maintain programs and services that maximize students' opportunities and reflect community needs

# Institutional Planning

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## Chaffey Goals

- Chaffey College will optimize the use of technological tools to advance institutional efficiency and student learning
- Chaffey College will efficiently and effectively manage systems, processes, and resources to maximize capacity
- Chaffey College will responsively adapt to changes in students' academic and career needs
- Chaffey College will prioritize and align professional learning for all employees to support the achievement of Chaffey Goals

# BUDGET PROJECTIONS



## 2026-27 Unrestricted General Fund

UNRESTRICTED GENERAL FUND	2025-2026 ADOPTED BUDGET	2026-2027 ESTIMATED BUDGET
<b>Revenue</b>	175,544,433	175,544,433
Income Adjustments		1,781,094
<b>Total Revenue</b>	<b>175,544,433</b>	<b>177,325,527</b>
<b>Expenses</b>	178,984,871	178,984,871
Cost Adjustments		-
<b>Total Expenses</b>	<b>178,984,871</b>	<b>178,984,871</b>
<b>Surplus/(Deficit)</b>	<b>(3,440,438)</b>	<b>(1,659,344)</b>
<b>Reserves/Ending Bal</b>	<b>52,911,819</b>	<b>51,252,475</b>
	29.56%	28.64%

Limited Applied Assumptions:

- Increase in SCFF estimation (from computation B to A)
- Negotiated Contracts, utilities and election costs to be determined

# Budget Development Tools

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- **Handbook**
  - ✓ Vision, Mission, Institutional Goals, and Board Policies
  - ✓ Principles and Responsibilities
  - ✓ **2026-27 Unrestricted Budget Calendar**
  - ✓ Summer School Calendar
  - ✓ Budget Development Process
    - ✓ Planning
    - ✓ Forms
  - ✓ **2026-27 Restricted Budget Calendar**
  - ✓ District Budgeted Costs
  - ✓ District Revenue Sources
  - ✓ State Apportionment Allocation/Funding
  - ✓ Glossary
- **Budget Reports**
  - ✓ Budget Manager & Approvers list on SharePoint
  - ✓ Chart of Accounts on SharePoint
  - ✓ Budget Reports (will be available in OneDrive this year )

***All these resources are available on SharePoint and in the Budget Managers' OneDrive folders.***

# Budget Development Process



## COMMONLY USED EXPENSE OBJECT CODES

### SUPPLIES

<p><b>54200 Books, magazines, subscriptions etc.</b> example: newspapers, newsletters, etc.</p> <p><b>54235 Videos, CD-ROMs, VHS, DVD (non-software)</b> example: discs received in the mail from vendor, etc.</p> <p><b>54300 Instructional Supplies (less than \$1,000)</b> example: paper, beakers, art supplies, etc.</p> <p><b>54430 Instructional Software</b> example: one time purchase of software downloaded onto computer used for instruction with a total cost less than \$5,000 etc.</p> <p><b>54435 Instructional Computer Supplies (less than \$1,000)</b> example: toner for instructional use printers, etc.</p>	<p><b>54450 Non-Instructional Software</b> example: one time purchase of software downloaded onto computer with a total cost less than \$5,000</p> <p><b>54455 Non-Instructional Computer Supplies (less than \$1,000)</b> example: toner, computer monitor, etc.</p> <p><b>54500 Non-Instructional Supplies (less than \$1,000)</b> example: paper, writing material, chairs, paper goods, etc.</p> <p><b>54510 Non-Instructional Student Supplies (less than \$1,000)</b> example: supplies purchased for students participating in college programs including pens, notepades, and other program relatd purchases for students.</p> <p><b>54700 Food supplies</b> example: prepackaged items from grocery store, Costco, etc.</p>
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### EQUIPMENT

<p><b>56410 New Equipment (\$1,000 - \$9,999)</b>  example: employee workstation, golf cart, etc. (includes both Instructional and Non-Instructional Use)</p> <p><b>56415 New Equipment - Capitalized (\$10,000 and over)</b> example: police vehicle, etc.</p> <p><b>56440 Computer Equipment - Instructional (\$1,000 - \$9,999)</b>  example: computers for instructional use, etc.</p>	<p><b>56442 Computer Equipment - Instructional - Capitalized (\$10,000 and over)</b> example: computers for instructional use, etc.</p> <p><b>56450 Computer Equipment - Non-Instructional (\$1,000 - \$9,999)</b> example: computer for employee, etc.</p> <p><b>56452 Computer Equipment - Non-Instructional - Capitalized (\$10,000 and over)</b> example: computer for employee, etc.</p>
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# Budget Development Process



## COMMONLY USED EXPENSE OBJECT CODES

### SERVICES

<p><b>55110 Personal Services</b> example: consulting, guest speaker, DJ services, research, photography, etc.</p> <p><b>55209 Travel &amp; Conference - Unrestricted Faculty Only</b> example: registration fees, lodging, meals, etc.</p> <p><b>55210 Travel &amp; Conference</b> example: registration fees, lodging, meals, etc.</p> <p><b>55220 Mileage Reimbursement</b> example: campus to campus during same work day, etc.</p> <p><b>55230 Training</b> example: vendor trains group of employees, webinars, etc.</p> <p><b>55310 Dues &amp; Memberships</b> example: annual membership dues to organization, etc.</p> <p><b>55550 Laundry &amp; Cleaning (Linens)</b> example: use of linens for district event, etc.</p> <p><b>55610 Rentals &amp; Leases</b> example: facility rentals, rental of Citizens Business Bank Arena, equipment rentals, etc.</p> <p><b>55620 Maintenance &amp; Repairs</b> example: repair of equipment performed by outside vendor, etc.</p>	<p><b>55630 Transportation</b> example: Charter buses for college tours, etc.</p> <p><b>55815 Taxes, Licenses, Fees, Environmental Fees, etc.</b> example: County Clerk Recording Fees, Filing Fees, etc.</p> <p><b>55816 Software Licenses and License Renewals (12 months and less)</b> example: Software license renewals fee and initial purchase of software for agreements less than 12 months</p> <p><b>55817 Software Licenses and License Renewals (over 12 months)</b> example: Software license renewals fee and initial purchase of software for agreements more than 12 months</p> <p><b>55820 Advertising</b> example: ads in periodical</p> <p><b>55825 Promotional Items</b> example: customized promotional items to advertise college and/or programs</p> <p><b>55840 Other Services</b> example: customized orders (non-advertising), catering, install equipment, etc.</p> <p><b>55860 Outside Services - Printing, Bookbinding, etc.</b> example: Litho print jobs performed by outside vendor, etc.</p> <p><b>55870 Student Costs</b> example: registration/entry fees, lodging, meals, etc.</p>
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# 2026-27 Budget Development Calendar



**Friday, March 20** Senior budget managers' deadline to submit budget confirmations and/or changes to Budgeting & Fiscal Services

**Friday, April 3** Budgeting & Fiscal Services office returns second run of budget to senior budget managers for review

**Friday, April 10** Senior budget managers' deadline to submit any corrections and/or additional changes to the second run of the budget to Budgeting & Fiscal Services

**Mid-May** 2026-2027 May Revision to Governor's Budget released

**Friday, May 22** Budgeting & Fiscal Services completes tentative budget draft

**Thursday, June 25** Governing Board reviews and approves tentative budget

**Tuesday, June 30** Tentative budget due to the County of San Bernardino

**Late June** 2026-2027 State Budget released

**Thursday, August 27** Proposed adopted budget presented to Governing Board for approval

# Budget Planning 2026-27

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## Why is planning during budget development important?

- Budget funds where they are expected to be spent to facilitate timely processing
- No 2026-27 budget transfers are processed between July 1 & September 1 (during tentative budget)
- Any transfers between major expenditure classifications are presented to the Board quarterly for approval (Board Policy 6250 & Title 5, section 58307)



*Budget transfer and expenditure transfer forms can be found on SharePoint: [Budgeting Services\Public\Forms](#)*

# Budget Planning 2026-27

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- **Review Permanent Staff**

- Report any changes to Human Resources & Budgeting & Fiscal Services

- **Review site/location**

- Better informed decisions when expenses coded correctly

- **2026-27 Requisitions can be entered but cannot be completed until after the Board approves the budget on June 26**

- Date 7/1/2026
- With no budget numbers or approvers
- Will be notified when tentative budget is available; then requisitions can be finished

# Budget Development Process



## ***1. BASE ALLOCATIONS – Begin with 2025-26 Adopted Budget***

### **Discretionary Budgets Re-allocation**

#### **FLEXIBILITY TO RE-ALLOCATE (permanent budget transfer):**

- Supplies: 54XXX
- Services: 55XXX
- Equipment 56XXX
- Apprentices, Short-Term Worker, and Student Assistant: 523XX, 524XX



**EXCEPTIONS!**



**Instructional materials fees budgets** – Transferring from 54200, 54235, 54300, 54430 and 54435 to other budgets may be limited. All instructional materials fees paid by students must be spent on instructional materials



**Dean's Travel & Conference budgets** – \$300 per faculty budgeted for adopted; cannot be transferred from 55209 to other expense accounts

# Budget Development Process



## ***1. BASE ALLOCATIONS – Begin with 2025-26 Adopted Budget***

### **Permanent Salaries**

 **Permanent Salaries** – Budgeting & Fiscal Services and Human Resources are working on permanent employee position budgets. First budget run does not reflect any changes from the current year.

 **Instructional Budget Plan** – The Associate Superintendent of Instruction and Institutional Effectiveness is working with the Deans to develop an instructional budget plan for 2025-26, which includes full-time faculty and adjunct faculty salaries. First run of the budget does not reflect any changes from current year.

# Budget Development Process



## ***2. Budget Changes – Augmentations or Reductions***



### **Augmentations – None at this time**

- However, critical needs will be reviewed and evaluated by the Executive Team



### **Cost Reductions – To be determined**

- The District remains committed to continue efforts towards aligning expenses with revenue with consideration to contractual obligations, District associations & mandates from outside entities

# Sample Budget Comparison Report

Budget Manger: 460      Science, Technology, Engineering & Mathematics

GL Account	Description	2024-2025 Actuals	2025-2026 Adopted Budget	2025-2026 Adj. Budget	2025-2026 Actuals	2027 Budget	Notes	1st Run Budget Change Request	Revised Budget	2nd Run Budget Change Request	Tentative Budget
<b>Geology</b>											
10-0000-1914-51110-100	Academic Contract Instruction : Main	145,520.00	148,013	148,013	88,807.80	146,975			146,975		146,975
10-0000-1914-51110-250	Academic Contract Instruction : Chino Campus	49,530.00	51,586	51,586	30,951.60	50,026			50,026		50,026
10-0000-1914-51110-300	Academic Contract Instruction : Fontana Center	125,876.00	130,446	130,446	78,267.60	127,135			127,135		127,135
10-0000-1914-51210-100	Academic Contract Non-Instruct : Main	10,750.00	18,500	18,500	5,550.00	-			-		-
10-0000-1914-51310-100	Academic Part Time Adjunct : Main	234,003.64	-	122,809	122,808.65	-			-		-
10-0000-1914-51310-250	Academic Part Time Adjunct : Chino Campus	14,542.51	-	10,185	10,821.56	-			-		-
10-0000-1914-51310-300	Academic Part Time Adjunct : Fontana Center	39,375.00	-	31,605	33,407.50	-			-		-
10-0000-1914-52210-100	Classified Contract Instruct : Main	21,822.07	22,112	22,112	12,694.50	20,184			20,184		20,184
10-0000-1914-52410-100	Short Term Worker Instruction : Main	-	9,574	-	-	9,574			9,574		9,574
10-0000-1914-52432-100	Student Instructional : Main	-	-	9,574	1,176.00	-			-		-
10-0000-1914-54200-100	Books : Main	-	500	500	-	500			500		500
10-0000-1914-54300-100	Instr Supplies : Main	1,097.94	2,464	2,464	-	2,464			2,464		2,464
10-0000-1914-54300-250	Instr Supplies : Chino Campus	204.54	1,000	1,000	-	1,000			1,000		1,000
10-0000-1914-54300-300	Instr Supplies : Fontana Center	-	1,000	1,000	-	1,000			1,000		1,000
		<b>642,721.70</b>	<b>385,195</b>	<b>549,794</b>	<b>384,485.21</b>	<b>358,858</b>			<b>358,858</b>		<b>358,858</b>

FUND - SOURCE - DEPT - OBJECT - SITE  
 10    0000    1701    5XXXX    100

Academic 51110, 51210, 51310, 51350  
 Classified 52110, 52210

These salary accounts will be updated for Adopted and you can NOT move any of those funds.

# Budget Development Forms Submission

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## VERIFICATION

Confirms that  
accounts on reports  
are correct

**DEADLINE:  
MARCH 20**

## CHANGE REQUEST

To request redistribution  
of discretionary funds  
within program budgets,  
making permanent  
changes to budget

**DEADLINE:  
MARCH 20**

## REDUCTIONS REQUEST

Other budget  
reductions

# Budget Development Forms Submission



## Electronic Form Submission:

1. Complete forms and obtain the verification signatures from the budget manager and senior budget manager
2. E-mail to [Trisha.Albertsen@chaffey.edu](mailto:Trisha.Albertsen@chaffey.edu)  
*(please keep the original document(s) for your records)*

**Deadline to submit forms to Budgeting & Fiscal Services**

**March 20, 2026**

Forms are available to senior budget managers in OneDrive and are also on SharePoint.  
[Budgeting Services\Public\2026-2027 Budget Development\Budget development forms](#)

# Budget Development Form Examples



**VERIFICATION**

**CHAFFEY COLLEGE**  
Budget Development Verification Form  
2026-2027

Date: \_\_\_\_\_ Budget Manager: \_\_\_\_\_

Dept. Name: \_\_\_\_\_ Dept. #: \_\_\_\_\_

I. Hourly Employee Accounts  
Accounts reflect correct appropriation(s).  
 Yes  
 No (please list the accounts numbers that do not appear to be at the prior year's base)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

II. Discretionary Accounts (4XXX, 5XXX and 6XXX)  
Accounts reflect correct appropriation(s).  
 Yes  
 No (see attached Change Request Form)

Verification Signatures

Budget Manger: \_\_\_\_\_ Date: \_\_\_\_\_

Senior Budget Manager: \_\_\_\_\_ Date: \_\_\_\_\_

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**Budgeting & Fiscal Services Use Only:**

Approved: \_\_\_\_\_ Date: \_\_\_\_\_ Verified: \_\_\_\_\_

If both sections I and II are YES, then sign the form and you're done with the form.

If section I is NO, please add the account number that doesn't appear to be at the prior year's amount/base.

If section II is NO, please complete the Change Request Form.

# Budget Development Form Examples



**CHANGE REQUEST**

**CHAFFHEY COLLEGE**  
 Budget Development Change Request Form  
 2026-2027

Date: \_\_\_\_\_ Budget Manager: \_\_\_\_\_  
 Dept. Name: \_\_\_\_\_ Dept. #: \_\_\_\_\_

Use this form to request a redistribution of discretionary funds within program budgets during the development process. This form is to be utilized prior to the adoption of the annual budget ONLY.

<u>From</u> <u>Account Number</u>	<u>Amount</u>	<u>To</u> <u>Account Number</u>
_____	\$ _____	_____
_____	\$ _____	_____
_____	\$ _____	_____
_____	\$ _____	_____
_____	\$ _____	_____
_____	\$ _____	_____
_____	\$ _____	_____

Reason: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Verification Signatures

Budget Manager: \_\_\_\_\_ Date: \_\_\_\_\_  
 Senior Budget Manager: \_\_\_\_\_ Date: \_\_\_\_\_

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*Budgeting & Fiscal Services Use Only:*

Approved: \_\_\_\_\_ Date: \_\_\_\_\_ Verified: \_\_\_\_\_

This form is NOT needed unless you...

Marked NO in section II on the Verification form.



# Purchasing Year-End Deadlines



The deadlines are based on the type of purchase and the funding source.

<b>Friday, February 27</b>	<b>Procurement requiring bids – All Funding Sources</b> <ul style="list-style-type: none"> <li>Last day to enter requisitions for procurements that require a bid.</li> <li>Requisitions for goods and services that require a public bid (exceeding \$119,100)</li> <li>Requisitions for public works that require informal or formal public bids (exceeding \$75,000)</li> <li>Sole Source Procurements</li> </ul>	<b>Friday, April 24</b>	<b>Procurement for Commencement - Celebratory Activities/Events Only</b> <ul style="list-style-type: none"> <li>Last day to enter requisitions for goods and services for festive activities and events related to commencement.</li> </ul>
<b>Friday, March 27</b>	<b>Procurement NOT requiring bids - Unrestricted General Fund Source</b> <ul style="list-style-type: none"> <li>Last day to request Purchasing Change Request for BPOs, POs, and service agreements.</li> <li>Last day to enter requisitions for goods, furniture, services, technology and public works that DO NOT require a public bid:                             <ul style="list-style-type: none"> <li>All field agreements and public works \$75,000 or less</li> <li>All goods, furniture, technology, and services, including Summer Session 2026 supplies, under \$119,100</li> <li>All Requisitions must provide supporting documentation</li> </ul> </li> </ul>	<b>Friday, May 22</b>	<b>Procurement using open BPOs and District Store Accounts (i.e., Warehouse supplies)</b> <ul style="list-style-type: none"> <li>Last day to order goods using an open BPO. BPOs may not be used to buy goods after this date.</li> <li>Last day to order supplies available at the Warehouse</li> </ul> <b>Exception:</b> Agreements and BPOs for services, Campus Store, and Office Depot.
<b>Friday, April 17</b>	<b>Procurement NOT requiring bids - Restricted General Fund Source and all other funding sources</b> <ul style="list-style-type: none"> <li>Last day to request Purchasing Change Request for BPOs, POs, and service agreements.</li> <li>Last day to enter requisitions for goods, furniture, technology, services, and public works that DO NOT require a public bid:                             <ul style="list-style-type: none"> <li>All field agreements and public works \$75,000 or less</li> <li>All goods, furniture, technology and services, including Summer Session 2025 supplies, under \$119,100</li> <li>All Requisitions must provide supporting documentation</li> </ul> </li> </ul>	<b>Friday, June 05</b>	<b>Procurement through Campus Stores and Office Depot.</b> <ul style="list-style-type: none"> <li>Last day to procure goods through Campus Store and Office Depot.</li> <li>Encumbrance must be in place by:                             <ul style="list-style-type: none"> <li>March 27 for unrestricted funds</li> <li>April 17 for restricted funds</li> </ul> </li> </ul>
<p style="background-color: yellow; text-align: center;"><b>REQUISITIONS ENTERED OR APPROVED AFTER THE SPECIFIED DEADLINE DATE REQUIRES AN "APPROVED EXCEPTION NOTICE," OTHERWISE THE REQUISITION MAY NOT BE PROCESSED.</b></p> <p style="text-align: center;"><b>*ALL GOODS AND SERVICES MUST BE RECEIVED OR COMPLETED BY JUNE 30, 2026*</b></p>			

# Purchasing Year-End Reminders



## PROCUREMENT TIPS/REMINDERS

**BUDGET AVAILABILITY** - review accounts for budget availability before processing requisitions and, if needed, submit all necessary change notices and budget transfer requests at least **one week before** the purchasing deadline to ensure sufficient processing time.

**COMPUTER EQUIPMENT & SOFTWARE PURCHASES** - allow at least **two week before** each deadline to obtain ITS approval.

**FURNITURE PURCHASES** - allow at least **eight to ten weeks lead time** for the delivery and installation.

**Note:** *You must contact Maintenance & Operations and Information Technology Services to coordinate all furniture moves and installations in advance.*

**REPAIRS OR MINOR CONSTRUCTION WORK** - require a recommendation from Maintenance & Operations (M&O). Submit a work order to M&O for approval and scheduling in addition to an approved requisition in Colleague and SciQuest, as applicable.

## EXCEPTION REQUEST

***An exception request is for procurement emergencies and unexpected circumstances that occur after the deadline.***

### **Request Process**

The requestor will need to provide the following:

- An email with a written justification for the exception and approval from the Dean/Director and Associate Superintendent of the department/program.
- Additional funding for expedited shipment, as needed.

Next, please forward the email to the Director of Purchasing Services, and to the Executive Director of Business Services for review and final exception approval.

**Note:** Approval from the Dean/Director and Associate Superintendent of the department/program does not guarantee an approved exception.

**Exception for emergencies and unexpected circumstances must be received by May 29, 2026.**

# Purchasing Year-End Reminders

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## PROCUREMENT TIPS/REMINDERS

**PO/BPO/CONTRACT** - all procurement for goods and services requires an approved requisition entered in Colleague.

**CONTRACTS** - all service agreements, typically depending on the dollar amount and term of services require an approved SciQuest\* request form. Examples include guest lecturers, consulting services, construction, and renovations (public works).

\*SciQuest is used for contract management.

## APPROVAL GUIDANCE

**REQUISITION** – please remind your budget approver(s) to approve your requisition and SciQuest request (as applicable) before the deadline.

**BUDGET MANAGER/APPROVER** - please approve your requisitions ASAP, before the purchasing deadline.

# Purchasing Year-End Reminders Cyber Security Requirements



Before entering a requisition, you are required to provide the following:

- A. Pre-Purchasing Software Security Questionnaire:** This questionnaire must be submitted to help assess the initial security posture of the software.
1. Complete the questionnaire (to be completed by staff or faculty familiar with the software)
  2. Email the completed questionnaire to [the ITS Information Security Manager](#).
  3. After approval, enter a requisition and attach the questionnaire in Colleague.

The questionnaire is located at [Information Technology Services - Pre-Purchasing Software Questionnaire - All Documents](#) or [Purchasing - Cyber Security - All Documents](#)

**B. VPAT (Voluntary Product Accessibility Template):** Vendors must provide this template to ensure compliance with accessibility requirements. You can find more details here: [VPAT](#) or <https://www.section508.gov/sell/acr/>.

1. Obtain the accessibility conformance report from the vendor.
2. Email the accessibility conformance report to the ITS Information Security Manager.
3. Attach the accessibility conformance report to the requisition in Colleague.

**C. HECVAT (Higher Education Community Vendor Assessment Toolkit):** This toolkit is specifically designed for higher education, and is available here: [HECVAT Toolkit](#) or <https://library.educause.edu/resources/2020/4/higher-education-community-vendor-assessment-toolkit>.

1. Request the HECVAT full version report from the vendor.
2. Email the completed report to the ITS Information Security Manager.

**D. SOC 2 Type II Report:** A SOC 2 Type II audit report is *optional if the vendor already has it in place of a HECVAT*. This report ensures the vendor meets our regulatory and security requirements.

More information on SOC 2 Type II can be found here: [SOC 2 Report](#) or <https://www.itgovernance.co.uk/soc-reporting>.

Direct questions regarding the software cyber security requirements to ITS Information Security Manager, Kaleo Kelikani.

# Purchasing Year-End FAQs

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**What is the deadline for Amendments and Purchasing Change Requests?**

Unrestricted General Funds is on **March 27**, and Restricted General Fund is on **April 17**.

**How do I request an order for my department?**

Log in to Colleague to create and submit a requisition (REQM). Any pertinent documents (quotes, invoices, reservations, etc.) must be attached to the requisition within Colleague.

**How will I know if my request for an order is approved?**

The requisition(s) status will show "Outstanding" in Colleague. An email will be received by the initial requestor each time the requisition is approved by an approver or a comment is entered.

**Am I authorized to sign a vendor contract on behalf of the District?**

No; Only the District officials designated by the Governing Board and Superintendent/President are authorized to sign legally binding contracts on behalf of the District. In general, no staff, faculty member, or dean has the authority to obligate the District in any contractual manner or sign an agreement.

**Can I make changes to a procurement request after it has been approved?**

Yes, changes may be made before the purchasing deadline. Contact your Procurement Specialist POC immediately if any changes are needed.

**What should I do if my procurement request is delayed or will not arrive before June 30, 2026?**

Contact the Procurement Specialist POC immediately to discuss any delays or challenges before the deadline. They can guide potential solutions or alternative approaches to meet year-end requirements.

# Restricted and Other Budgets

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## Restricted Budgets

- Grants, Allocations, Categorical Programs

## Unrestricted Budgets with Restricted Uses

- These include unrestricted budgets that may have a source code other than “0000” or are restricted by their department number, such as Contract Education, Student Technology, etc.

## Summer School – March 27 Purchasing Deadline

- 8-week calendar with two additional 6-week sessions within

# Restricted and Other Budgets

Restricted, Categorical, Grant & Other Funds Budgets



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<b>Friday, April 17</b>	District restricted budget monitors send 2026-2027 draft to grant managers to begin reviewing using March 31 information
<b>Friday, May 1</b>	Restricted budget managers send budget changes back to fiscal monitors
<b>Monday, April 27 – Friday, May 8</b>	District restricted fiscal monitors make any changes to salaries, benefits and/or other items
<b>Monday, May 29</b>	Budgeting & Fiscal Services completes entry of restricted budgets
<b>Friday, June 8</b>	Budgeting & Fiscal Services completes tentative restricted budget draft
<b>Thursday, June 25</b>	Governing Board reviews and approves tentative restricted budget
<b>Monday, July 20</b>	Adopted restricted budget changes due to Budgeting & Fiscal Services, if changes are needed from tentative budget
<b>Friday, August 6</b>	Budgeting & Fiscal Services completes entering adopted restricted budgets
<b>Monday, August 10</b>	Adopted restricted budget draft completed
<b>Thursday, August 27</b>	Governing Board reviews and approves proposed adopted restricted budgets

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# QUESTIONS

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