

**INTERNAL MEMO**

**Date:** January 29, 2024  
**To:** Faculty and Staff  
**From:** Ashira L. Murphy, Interim Director, Purchasing Services  
**RE:** **PURCHASING YEAR-END DEADLINES**

Purchasing and Warehouse Services must receive and accept all goods and services before **June 30, 2024**, for all procurements made this fiscal year to be paid from **2023-2024 budgeted funds**. To assist Accounting and Budgeting and maintain the deadlines to close the fiscal year, approved change requests, approved Colleague requisitions and SciQuest contract and/or amendment requests must be received by Purchasing by the date(s) listed below with all backup documentation. Please ensure all necessary approvals are entered and requisitions show outstanding in Colleague by the deadline date.

The deadline dates vary based on the type of purchase and the funding source.

**COMPUTER EQUIPMENT AND SOFTWARE PURCHASES:** For computer equipment and software purchases, allow at least **one week before each deadline** to obtain ITS approval.

**FURNITURE PURCHASES:** For furniture purchases, allow at least **eight to ten weeks lead time** for the delivery and installation. **Requisitions for furniture from unrestricted fund sources must be entered and approved by March 1<sup>st</sup>**. Furniture must be received by the end of the fiscal year, June 28, 2024.

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

**MAINTENANCE REPAIRS:** Repairs or minor construction work (i.e., \$60,000 or less) **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.

<b><u>DEADLINE</u></b>	<b><u>DESCRIPTION OF PURCHASE AND FUNDING</u></b>
<b>Monday, January 29</b>	<b>RAC-approved Procurements</b> <ul style="list-style-type: none"> <li>Last day for requisitions to be entered and approved using RAC funds.</li> <li>Items or services must be received or completed by June 30, 2024.</li> <li>RAC approves and funds specific items, based on each program’s PSR - no substitutions are permitted.</li> </ul>
<b>Tuesday, February 27</b>	<b>Procurements requiring bids – All Funding Sources</b> <ul style="list-style-type: none"> <li>Last day to submit an approved requisition for procurements that require bids</li> <li>Requisitions for goods and services that require a public bid (exceeding \$114,500)</li> <li>Requisitions for public works that require informal or formal public bids (exceeding \$60,000)</li> <li>Sole Source Procurements (all funding sources)</li> </ul>

<b><u>DEADLINE</u></b>	<b><u>DESCRIPTION OF PURCHASE AND FUNDING</u></b>
<b>Friday, March 29</b>	<b>Procurements 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 via an approved requisition.</li> <li>Last day to submit an approved requisition for goods, services, and public works that DO NOT require a public bid: <ul style="list-style-type: none"> <li>— All field agreements and public works \$60,000 or less</li> <li>— All goods and services, including Summer Session 2024 supplies, under \$114,500</li> <li>— All requisitions must provide supporting documentation</li> </ul> </li> </ul>
<b>Friday, April 12</b>	<b>Procurements NOT requiring bids - Restricted General Fund Source and All Other Sources</b>
<b>Monday, April 15</b>	<b>Procurement for Commencement Celebratory Events Only</b> <ul style="list-style-type: none"> <li>Last day to submit an approved requisition for goods and services for festive activities/events related to the annual commencement.</li> </ul>
<b>Friday, May 24</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. <i>Exception: Agreements/BPOs for services, Campus Store, and Office Depot.</i></li> <li>Last day to order paper and toner through the District's Stores Account (i.e., supplies available at the Warehouse)</li> </ul>
<b>Friday, June 7</b>	<b>Last day to procure goods through Campus Store and Office Depot. Encumbrance must be in place by April 1 for unrestricted funds and April 15 for restricted funds.</b>
<b>NO LATE REQUESTS OR EXCEPTIONS WILL BE CONSIDERED AFTER FRIDAY, MAY 31, 2024. REQUISITIONS ENTERED OR APPROVED AFTER THE SPECIFIED DEADLINE WILL NOT BE PROCESSED.</b>	

**EXCEPTIONS:** Contact your Purchasing Point of Contact for *emergencies and unexpected circumstances*. They will assist you in processing approved change requests and new requisitions approved after the deadline. **Process:** You will need to provide an email with a written justification for the exception and approval from the Dean/Director and Associate Superintendent of the department/program, and additional funding for expedited shipment. Next, forward the email to the Director of Purchasing Services, Director of Accounting Services, and to the Executive Director of Business Services for review and final exception approval. **Notes:** Approval from the Dean/Director and Associate Superintendent of the department/program does not guarantee an approved exception. **Exception requests must be received by May 31, 2024.**

**BUYER POINT OF CONTACT:** A Purchasing Buyer, Point of Contact (POC) has been assigned to each department/program. Attached to this email memo is the *updated* FY23-24 Purchasing Buyer POC list, as of January 22, 2024, to determine the individual who supports your department. If you need assistance with your year-end procurements, public bid requirements, or long lead time items, please contact your buyer. **Notes:** Please remember to enter your POC in the "Buyer" field on the Requisition Maintenance ("REQM") screen in Colleague when entering your requisitions. For federal grants and other categorical/restricted funded procurements, please indicate the funding source in the "Comments" field of the requisition.