AP 6330 – PURCHASING
FY 2020-2021 PURCHASING CALENDAR DEADLINES

May 28, 2021  Last day to submit all requisitions for all funds to Purchasing, or goods/services will not be able to be purchased for FY 2020-2021. All documentation (pertinent quotes, contracts and invoices) must accompany the submission of the requisition and uploaded to Square 9. Please make certain that all requisitions have been processed and are not incomplete or unapproved. Approval in Colleague, along with supporting documentation to the requisition, must be completed no later than May 28, 2021. Do not risk delaying or have requisitions unprocessed due to unresolved issues along the approval path in Colleague.

REQUISITIONS CAN NO LONGER BE INITIATED FOR FY 2020-2021 AFTER THIS DATE.

June 30, 2021  All materials and services must be received by COB. Invoices not yet received for materials and/or services provided in FY 2020-2021 by said date, must be accrued. Please contact Accounting to book accrual. FAILURE TO BOOK ANY ACCRUAL IS A VIOLATION OF THE “MATCHING PRINCIPLE” AND WILL SUBJECT THE DISTRICT TO AN AUDIT FINDING.

FY 2021-2022 NEW POs & BPOs

June 9, 2021  You may start entering requisitions for FY 2021-2022 that are critical to operations and must be in place on July 1, 2021. Please remember that the requisition date must read 07/01/21. Once the requisition has been flagged as done, you may not change the requisition date, for doing so, will results in funds being encumbered in FY 2020-2021 instead of FY 2021-2022. Before entering these requisitions, please contact the Fiscal Services because these transactions require an additional step.

End users may initiate PO Renewal Requests and Office Supply BPO Requests for FY 2021-2022 so that Purchasing may establish an encumbrance. Please sign off on the request and indicate changes, if any (i.e., dollar amounts and GL Accounts.) For Maintenance renewals, please forward any supporting documentations such as quotes and ICAs. A requisition does not need to be established for these type of renewals.

Please make certain that your FY 2021-2022 Adopted Budget has budget appropriation to support these encumbrances. Otherwise, once the FY 2021-2022 Adopted Budget is uploaded, it will result in an overage in the assigned GL Account. This may either delay your purchase because there is insufficient budget appropriation to support your encumbrance, or delay payment altogether. If you are uncertain whether a budget appropriation exists or is sufficient, please check with your Business Services Office.

July 1, 2021  Requisitions for FY 2021-2022 may be processed as normal.