AP 6330 – PURCHASING

FY 2021-2022 PURCHASING CALENDAR DEADLINES

May 30, 2022  Last day to submit all requisitions for all funds to Purchasing, or goods/services will not be able to be purchased for FY 2021-2022. 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 30, 2022. 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 2021-2022 AFTER THIS DATE.

June 30, 2022  All materials and services must be received by COB. Invoices not yet received for materials and/or services provided in FY 2021-2022 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 2022-2023 NEW POs & BPOs

June 9, 2022  You may start entering requisitions for FY 2022-2023 that are critical to operations and must be in place on July 1, 2022. Please remember that the requisition date must read 07/01/22. Once the requisition has been flagged as done, you may not change the requisition date, for doing so, will result in funds being encumbered in FY 2021-2022 instead of FY 2022-2023. Before entering these requisitions, please contact the Purchasing Department because these transactions require an additional step.

End users may initiate BPO Renewal Requests for FY 2022-2023 so that Purchasing may establish an encumbrance. Please initiate the BPO renewal with the BPO Renewal Request Form. For Maintenance renewals, please forward any supporting documentation such as quotes and Contracts. A requisition does not need to be established for these type of renewals.

Please make certain that your FY 2022-2023 Adopted Budget has budget appropriation to support these encumbrances. Otherwise, once the FY 2022-2023 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, 2022  Requisitions for FY 2022-2023 may be processed as normal.

July 25, 2022  BPO/PO report to be fully completed by Business Services. Direct Purchasing to close out any remaining open encumbrances or request to roll over to FY 2022-2023.