

Riverside Community College District

2019/2020 Year-End

Purchasing Deadlines

Attached to this memo is a 2019/20 Year-End Purchasing Deadline calendar. This calendar is provided to allow for timely 2019/20 purchase order and Concur Travel Request processing, delivery and payment.

To avoid delays with purchase orders that must be processed this fiscal year, requisitions must be fully approved and received by the Purchasing Department, no later than May 10, 2020. Please ensure requisitions are complete and include all required information (travel notes, DIR information, authorized purchasers, etc.). Approximately 30% of requisitions received are missing required information and result in additional delays.

As a reminder, average delivery time for many supplies is approximately two (2) weeks after the purchase order is received by the supplier. Additionally, most capital equipment and purchases requiring bids require longer lead times. Please plan accordingly to account for these lead times. It is also recommended that you follow-up with vendors regarding your orders to ensure that the delivery of goods/services occur on or before June 30, 2020. Goods and services received on or after July 1, 2020, will be charged to 2020/21 budget.

Generally Accepted Accounting Principles require that all expenses be recorded in the fiscal year that goods are received or services are rendered, regardless of which fiscal year the requisition is created or the invoice is paid. This also applies to grants and categorical program expenditures, regardless of the grant ending date.

Requisitions entered after the cutoff date will need to be routed to your Vice President of Business Services for approval. Due to increased volume experienced at the end of the fiscal year, any rush requests received after the cutoff date cannot be guaranteed.

Requisitions entered after the cutoff results in:

- Backlog of requisitions causing a delay in purchase order processing
- Risk of NOT receiving your order in the current FY 2019/20
- Backlog of invoices which cause a delay in payment and risk of having vendor accounts put on hold
- Delay in year-end closing and reporting which is needed to prepare the new Fiscal Year budget

**Riverside Community College District
2019/2020 Year-End
Purchasing Deadlines**

The following due dates are being provided to help ensure delivery of goods and/or services by June 30, 2020.

Please Note: District makes no assurance that goods ordered will be received on time. Please contact your vendor to ensure timely delivery of goods and/or services.

If you have questions or need assistance, please contact: ASRCCD: Dricena Martinez at X8412 or Karen Wagner at X8413 Purchasing: Melissa Griffith at X8645, Melinda Chavez at X8042 or Aprilyn Tulod at X8776 A/P: Mireya at X8663, Rongyu at X8661, Sandra at X8664 or Astrid at X8660	
NOW!	Plan expenditures through the end of the year. Review requisitions that may still be pending to assure that progress is being made towards becoming a PO. Contact Purchasing for help expediting orders. Review POs for goods and/or services that have not been received and contact vendor to ensure delivery by June 30, 2020. Review remaining balances on POs. If no longer needed, contact A/P to close the PO and disencumber funds.
April 17, 2020	Last day to enter AND approve 2019/20 requisitions for capital equipment orders (6000's object code). Orders must be received by June 30, 2020, so that payment can be applied to the 2019/20 budget.
April 17, 2020	Last day to enter AND approve 2019/20 NEW OPEN purchase requisitions. Orders entered after this date must be itemized, "modify purchase requisitions."
April 27, 2020	First day to enter 2020/21 requisitions. <u>Use the drop down menu to change the "Fiscal Year" from 2020 to 2021.</u> This is only for goods and services to be received after June 30, 2020. Purchasing will not release 2020/21 POs until 7/1/20.
May 10, 2020 – 5:00 PM	Last day to enter AND approve ALL OTHER 2019/20 requisitions, including increases to existing open purchase orders and Concur Travel Requests. Orders must be received by June 30, 2020, so that payment can be applied to the 2019/20 budget.
June 29, 2020 – 5PM	Internal Transfer Requisitions must fully route through approvals and be in "approved" status.
TBD Approx. June 29, 2020 – 5:00 PM	Galaxy will be offline for year-end processing. Any 2019/20 requisitions not fully approved will automatically be canceled by Galaxy.
June 30, 2020	Goods and services received on or before June 30, 2020 , will be charged to the 2019/20 budget.
July 1, 2020	Goods and services received on or after July 1, 2020 , will be charged to the 2020/21 budget. NO EXCEPTIONS!
TBD Approx. July 1, 2020 – Noon	Galaxy will be back online for 2020/21 orders ONLY.
INVOICES & REIMBURSEMENT CLAIMS - If you have questions, please contact A/P	
June 11, 2020	Last day to submit mileage (including Concur) and non-travel reimbursement claims to the budget office for mileage driven / non-travel expenses incurred through May 31st.
July 9, 2020	Last day to submit mileage, travel reimbursements (including Concur) and non-travel reimbursement claims to the budget office for mileage driven / non-travel expenses incurred through June 30th.
July 16, 2020	Last Day to submit to Accounts Payable all invoices.
ALL OTHER PURCHASES USING EXISTING POs (ORDERS PLACED BY PHONE, EMAIL, ONLINE, IN-STORE, etc.) If you have questions or need assistance, please contact Purchasing	
June 10, 2020	Last day to place ALL orders. Items must be received by June 30, 2020 so that payment can be applied the 2019/20 budget. Items received on or after July 1, 2020, will be charged to the 2020/21 budget.