

To assist Business Services in maintaining the schedule to close the fiscal year (FY), approved Banner requisitions (REQs), change requests (COs), travel requests, and all other documents identified below, must be processed as noted on or before the deadlines stated below with any and all back-up documentation. The following due dates are being provided to help ensure delivery of goods and/or services **by June 30, 2023**.

PLEASE NOTE: The District makes no assurance that goods and/or services ordered will be received on time. Therefore, requesters are encouraged to contact their vendors to ensure timely delivery of goods and/or services. Deadline dates vary based upon the type of purchase and the funding source. Please take into consideration items that require longer lead times (i.e., furniture, custom or made-to-order equipment, etc.). **Please contact your Buyer for any procurements that require bids as these have longer lead times (~10 weeks).**

REQUIRED JUSTIFICATION: Requests needed after the deadlines noted below must be submitted with a completed Past Deadline Justification form, which can be obtained from the office of the Vice President of Administrative Services. After completing the form and obtaining approval signatures from your Department Administrators, please submit the form to the Vice President (VP) of Administrative Services for review and final approval. Once the VP of Administrative Services has approved, please upload the document with your request and submit for processing.

Goods and/or services received after June 30, 2023 must go to the FY23/24 budget per the Governmental Accounting Standards Board.

Please ensure there are sufficient funds prior to submitting your requisition. If funds are needed, please process a budget transfer through Self-Service Banner (myAVC). Requests submitted on a Budget Transfer Form require 3 days for processing by the Budget Analyst. Budget transfers not completed in a timely manner could delay the processing of your request.

****INVOICE & "OK TO PAY" MUST BE FORWARDED TO ACCOUNTS_PAYABLE@AVC.EDU IMMEDIATELY UPON RECEIPT****

APRIL	MAY	JUNE	
<p>3</p> <p>REQs and COs using Unrestricted funds must be approved in Banner</p>	<p>12</p> <p>Requests for Revolving Cash deadline</p> <p>Open POs must be expended</p>	<p>19</p> <p>23/24 REQs may be created & completed once notification is sent from Business Services</p>	
<p>21</p> <p>REQs and COs using Restricted, Facilities, One Time Mandated Costs & Capital Outlay funds must be approved in Banner</p>	<p>Last day to use P-Cards</p> <p>Auxiliary Service Requests deadline</p>	<p>26</p> <p>23/24 REQs that require July Board approval must be fully approved in the Banner System</p>	
<p>Pre-Approval Reports for 22/23 travel & budget must be submitted and approved</p>	<p>Mileage claims for 22/23 travel & budget deadline</p> <p>Receipts for Open PO/P-Card Purchases due</p>	<p>30</p> <p>Goods and/or services for 22/23 requests must be received</p>	
	<p>Last day to use Bookstore Open POs</p> <p>Warehouse Requisitions deadline</p>	<p>Expense Reports for June 2023 travel must be submitted and approved by June 30 or within 3 days from end of trip</p>	
	<p>26</p> <p>23/24 purchase requests requiring June Board approval must be emailed to purchasing@avc.edu. If over the bid limit, department must submit a separate board agenda item.</p>	<th data-bbox="1066 1661 1554 1759">JULY</th> <p>5</p> <p>Invoices for 22/23 purchases due to A/P</p>	JULY

These dates are subject to change and may be amended as necessary. If you need assistance, please do not hesitate to contact:

Purchasing & Contract Services: Ext. 6310 or purchasing@avc.edu

Accounts Payable: Ext. 6309 or accounts_payable@avc.edu

Updated 1/27/2023