

To assist Business Services in maintaining the schedule to close the fiscal year (FY), approved Banner requisitions (REQs) and change requests (COs) must be fully-approved in Banner on or before the deadlines noted 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 29, 2018**.

**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 first be submitted to the Controller of Business Services for approval. You will need to provide the Controller written justification for exception requests detailing the emergency or unexpected procurement, additional funding for expedited shipping (as appropriate), and written approval from your Director, Dean and your Executive Director/Vice President/President of your area. If approved, the Controller will provide an approval email to submit with your REQ or CO.

**Goods and/or services received after June 29, 2018 must go to the FY18/19 budget per the Governmental Accounting Standards Board.**

APRIL	JUNE	
<p><b>17</b></p> <p>REQs, COs and Budget Transfers using Unrestricted funds must be approved in Banner</p>	<p><b>1</b></p> <p>Requests for Revolving Cash deadline</p> <p>Open POs must be expended</p> <p>Last day to use P-Cards</p>	<p><b>25</b></p> <p>18/19 REQs that require July Board approval must be fully approved in the Banner System</p>
<p><b>MAY</b></p>	<p>Auxiliary Service Requests deadline</p>	<p><b>29</b></p>
<p><b>17</b></p> <p>REQs, COs and Budget Transfers using Restricted, Facilities, One Time Mandated Costs &amp; Capital Outlay funds must be approved in Banner</p>	<p>Mileage claims for 17/18 travel &amp; budget deadline</p>	<p>Goods and/or services for 17/18 requests must be received</p>
<p>18/19 purchase requests requiring June Board approval must be added to the Purchase Request spreadsheet located: M drive&gt;Business Services Shared Data&gt;June 2018 Request for Board</p>	<p><b>8</b></p> <p>Receipts for Open PO/P-Card Purchases due</p>	<p>Travel &amp; Mileage Reimbursements for June 2018 travel must be received by June 29 or within 7 days from end of trip</p>
<p>Warehouse Requisitions deadline</p>	<p><b>14</b></p> <p>18/19 REQs may be created &amp; completed</p>	<p><b>JULY</b></p>
<p>Trip Requests for 17/18 travel &amp; budget deadline</p>	<p><b>15</b></p> <p>Last day to use Bookstore Open POs</p>	<p><b>5</b></p> <p>June Travel Reimbursement deadline</p> <p>Invoices for 17/18 purchases due to A/P</p>

**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](mailto:purchasing@avc.edu)**  
**Accounts Payable: Ext. 6309 or [accounts\\_payable@avc.edu](mailto:accounts_payable@avc.edu)**