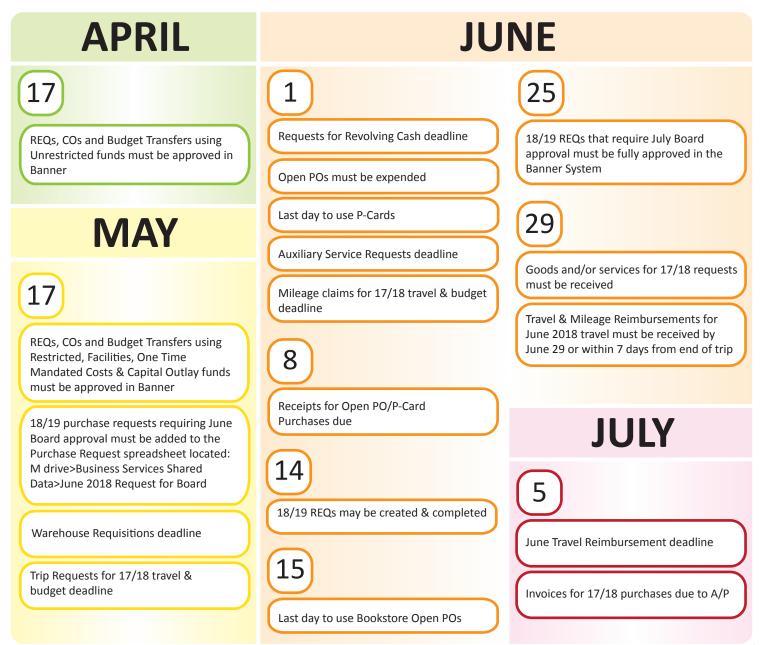


To assist Business Services in maintaining the schedule to close the fiscal year (FY), approved Banner requisitions (REQs) and change requests (COs) must be fully-approved in Banner on or before the deadlines noted below with any and all back-up documentation. The following due dates are being provided 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.



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