

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 28, 2019**.

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 your Buyer. After completing the form and obtaining approval signatures from your Department Administrators, please submit the form to the Controller for review and final approval. Once Controller has approved, please upload into Onbase and complete your REQ for approvals.

Goods and/or services received after June 28, 2019 must go to the FY19/20 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 requisition.

APRIL	JUNE		
<p>15</p> <p>REQs and COs using Unrestricted funds must be approved in Banner</p>	<p>7</p> <p>Requests for Revolving Cash deadline</p> <p>Open POs must be expended</p>	<p>24</p> <p>19/20 REQs that require July Board approval must be fully approved in the Banner System</p>	
MAY	<p>Last day to use P-Cards</p>	<p>28</p>	
<p>15</p> <p>REQs and COs using Restricted, Facilities, One Time Mandated Costs & Capital Outlay funds must be approved in Banner</p>	<p>Auxiliary Service Requests deadline</p> <p>Mileage claims for 18/19 travel & budget deadline</p> <p>Receipts for Open PO/P-Card Purchases due</p>	<p>Goods and/or services for 18/19 requests must be received</p> <p>Travel & Mileage Reimbursements for June 2019 travel must be received by June 28 or within 3 days from end of trip</p>	
<p>19/20 purchase requests requiring June Board approval must be added to the Purchase Request spreadsheet located: M drive>Business Services Shared Data>June 2019 Request for Board</p>	<p>14</p> <p>Last day to use Bookstore Open POs</p>	<th data-bbox="1047 1543 1559 1648">JULY</th>	JULY
<p>Warehouse Requisitions deadline</p>	<p>TBD</p>	<p>5</p>	
<p>Trip Requests for 18/19 travel & budget deadline</p>	<p>19/20 REQs may be created & completed once notification is sent from Business Services</p>	<p>Invoices for 18/19 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
Accounts Payable: Ext. 6309 or accounts_payable@avc.edu