

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 30, 2020**.

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 30, 2020 must go to the FY20/21 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 | | |
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| <p>27</p> <p>REQs and COs using Unrestricted funds must be approved in Banner</p> | <p>5</p> <p>Requests for Revolving Cash deadline</p> <p>Open POs must be expended</p> | <p>TBD</p> <p>20/21 REQs may be created & completed once notification is sent from Business Services</p> | |
| MAY | <p>Last day to use P-Cards</p> | <p>29</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>Trip Requests for 19/20 travel & budget deadline</p> | <p>Auxiliary Service Requests deadline</p> <p>Mileage claims for 19/20 travel & budget deadline</p> <p>Receipts for Open PO/P-Card Purchases due</p> | <p>20/21 REQs that require July Board approval must be fully approved in the Banner System</p> <p>30</p> <p>Goods and/or services for 19/20 requests must be received</p> | |
| <p>25</p> <p>20/21 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> | <p>12</p> <p>Last day to use Bookstore Open POs</p> <p>Warehouse Requisitions deadline</p> | <p>Travel & Mileage Reimbursements for June 2020 travel must be received by June 30 or within 3 days from end of trip</p> <th data-bbox="1047 1575 1563 1680">JULY</th> <p>6</p> <p>Invoices for 19/20 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