

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, 2022**.

**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 Executive Director of Fiscal and Financial Services for review and final approval. Once the Executive Director of Fiscal and Financial Services has approved, please upload into Onbase and complete your REQ for approvals.

**Goods and/or services received after June 30, 2022 must go to the FY22/23 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		
25	REQs and COs using Unrestricted funds must be approved in Banner	3	TBD	
MAY	13	Requests for Revolving Cash deadline	22/23 REQs may be created & completed once notification is sent from Business Services	
		Open POs must be expended	27	
		Last day to use P-Cards		22/23 REQs that require July Board approval must be fully approved in the Banner System
		Auxiliary Service Requests deadline		30
		Mileage claims for 21/22 travel & budget deadline		
Receipts for Open PO/P-Card Purchases due	Expense Reports for June 2022 travel must be submitted and approved by June 30 or within 3 days from end of trip			
27	Pre-Approval Reports for 21/22 travel & budget must be submitted and approved	10	JULY	
		Last day to use Bookstore Open POs		
		Warehouse Requisitions deadline		
22/23 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.		6	Invoices for 21/22 purchases due to A/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

Updated 12/8/2021