

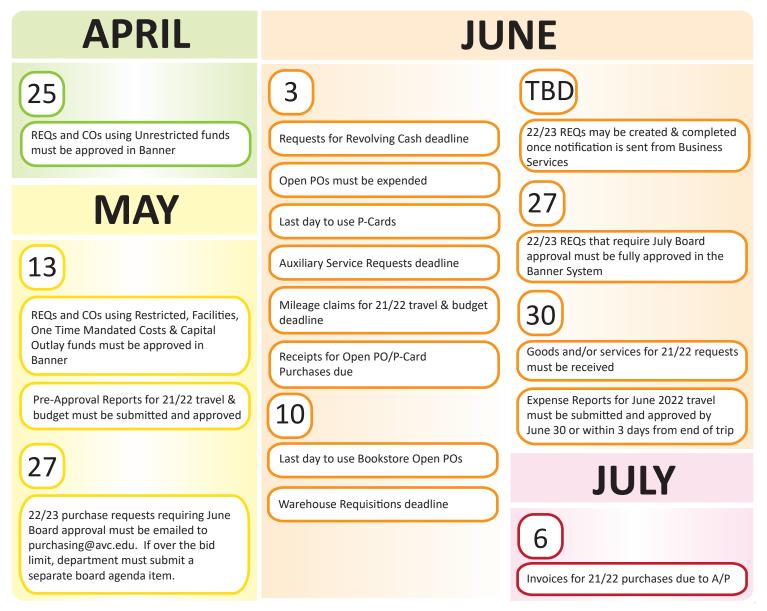
To assist Business Services in maintaining the schedule to close the fiscal year (FY), approved Banner requisitions (REQs) and change requests (COs) must be fully-approved in Banner on or before the deadlines noted below with any and all back-up documentation. The following due dates are being provided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



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