The following schedule lists the cut-off dates for year-end close of fiscal 2015-2016. While it may seem difficult to firmly adhere to these dates, every effort should be made to accommodate this schedule to allow the District timely and accurate processing of reports and data as required by the Los Angeles County Office of Education.

Not meeting the deadlines below may result in your request being processed in 2016-2017 budget year.

Unrestricted & Measure R - Requisitions & Change Orders (COs)

- April 22, 2016 - Requisitions and CO Requests using unrestricted funds must be approved in Banner
- April 30, 2016 – Requisitions and CO Requests using Measure R funds must be approved in Banner

Restricted, Facilities & Capital Outlay - Requisitions & Change Orders (COs)

- May 27, 2016 - Requisitions and CO Requests using restricted, facilities, and capital outlay funds must be approved in Banner

Additional Cut-Off Dates

- May 25, 2016 – Deadline for Banner users to add 16/17 purchase requests requiring June 13, 2016 Board of Trustees approval to the June 2016/2017 Board Approval for Purchase Request spreadsheet on the M drive (ex. professional services, requests ≥ $25K, etc.). File Path: M:\Business Services Shared Data\June 2016 Request for Board
- May 27, 2016 - Warehouse Requisitions, regardless of funding, must be received
- May 27, 2016 - Trip Requests for 15/16 travel and budget must be received
- June 10, 2016 - Requests for Revolving Cash must be received
- June 10, 2016 - All Open PO’s must be expended;
  Receipts must be submitted by June 17, 2016; Items/Services must be received by June 30, 2016.
- June 10, 2016 - Procurement Cards (i.e. Staples, Home Depot, Lowes, etc.) can be used through this date;
  Receipts must be submitted by June 17, 2016; Items/Services must be received by June 30, 2016.
- June 10, 2016 - Auxiliary Service Requests must be received
- June 17, 2016 - Mileage Claims for 15/16 budget must be received
- June 17, 2016 - Bookstore Open PO’s must be expended
- June 17, 2016 - Receipts for Open PO/P-Card Purchases must be submitted
- June 27, 2016 - Deadline to email 16/17 REQ #’s that need to go to July Board to purchasing@avc.edu
- June 30, 2016 – Items/Services for 15/16 requests must be received
- July 7, 2016 – June Travel Reimbursement Requests due
- July 15, 2016 - Invoices for 15/16 purchases must be received by Accounts Payable
- Travel and Mileage Reimbursements for 15/16 budget must be received within 30 days from end of travel.
  Reimbursements for June must be received within 7 days from end of travel.

These dates are subject to change and may be amended as necessary. If you need assistance, please do not hesitate to contact Purchasing at ext. 6310 or Accounts Payable at ext. 6309.

Thank you for your cooperation.

The Business Services Area