ITS Purchasing Facilities Accounting NEWSLETTER

Accounting

- Welcome our new team members:
  - Sarah Miller - Controller
  - Sylvia Castro - A/P Accounting Asst III (A-J)
  - Michelle Luna - Student Accounts Technician
- Please use the current forms available on the Business Services website when submitting a revolving cash request, auxiliary requisition or budget transfer form: https://www.avc.edu/administration/busserv/accounting
- Ensure all invoices are sent directly from the vendor to the Accounts Payable department for timely payment.
- As we approach End-of-Year deadlines. Please utilize encumbrance query to follow-up on any active purchase orders to ensure: 1) items are received by June 30th and 2) request A/P to release any unused encumbrance.
- Registration for budget query and transfer training on February 23 will be made available soon.
- Please remember to check "Pending Documents" when running budget queries.

Purchasing

- **New Spring working sessions available**. Please bring your REQ, OnBase, contract or travel questions to one of the following sessions (no RSVP required-please arrive promptly):
  - 2/21/17 - 2:30-3:00 p.m. BE132
  - 3/16/17 - 9:30-10:00 a.m. BE132
  - 4/19/17 - 1:30-2:00 p.m. BE132
  - 5/16/17 - 3:00-3:30 p.m. BE132
- **MARK YOUR CALENDARS!** End-of-Year deadlines are upon us (see attached). You may also download calendar here: https://www.avc.edu/administration/busserv/purchasing
- As of 1/1/17, max bid threshold has been updated from $87,800 to $88,300 (see PCC §20651) and Los Angeles County sales tax is now 8.75%.
- Bid Limits and Requisition Checklists have been updated. Please download the new forms at: https://www.avc.edu/administration/busserv/guidelinespolicies

Warehouse

- The bi-annual Asset Works visit is scheduled for the **week of April 3rd, Spring Break.** To prepare, please:
  - Mark all personal items as "personal property" so they do not get asset tagged.
  - Make sure storage rooms and cabinets are accessible that have asset tagged items.
- Need to archive records and not sure what to archive or how long to keep it? See our Archive page: https://www.avc.edu/administration/busserv/warehouse
- We have updated our Supply Catalog. See our website for more information.
- FedEx Drop box has been removed from campus. Please contact the Warehouse for coordination of FedEx shipments.

Mailroom/Duplication

- To better serve the District, please submit your duplication requests at least two (2) business days before your copy job deadline.
- Updated Bulk Mail procedures available at: https://www.avc.edu/administration/busserv/mailroomduplication/BulkMail

Travel

- We are congratulating Sheri Langaman on her move to H&SS eff. 2/13. Please send travel questions to purchasing@avc.edu
- As of 1/1/17, IRS has updated the mileage rate to $ 0.535.
- We have an updated Trip Request form available at: https://www.avc.edu/administration/busserv/travelforms
- If you need encumbered-funds released, please e-mail travel@avc.edu with the encumbrance # and the amount that needs to be released.
- **COMING JUNE 2017: CONCUR-AUTOMATED TRAVEL SYSTEM**

Purchasing - purchasing@avc.edu, xt. 6310
Mailroom/Duplication - copycenter@avc.edu, xt. 6106
Accounting - accounts_payable@avc.edu, xt. 6309
Warehouse - warehouse@avc.edu, xt. 6269
Facilities - yharvey@avc.edu, xt. 6470
ITS - help@avc.edu, xt. 6535

ITS
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Facilities

- S3 Mission Focus: Facilities Services has a mission to provide students and staff at Antelope Valley College with SAFETY, SERVICE, and SUSTAINABILITY (or simply S3). A simple S3 logo was initially created to encompass this, but this logo has now grown into a larger logo that gives a fuller and more literal picture of success. You'll see it on staff shirts and our website. You can find out more: https://www.avc.edu/administration/facilities/s3. Here are some of the recent ways Facilities Services has improved our communication to provide better customer service implementing S3:

  o Work Request Notifications - Through the Archibus system you will now receive email notifications on your requests upon submission, assignment, and completion.
  o Phone Tree Auto Attendant Update – All departments within Facilities Services can be now reached by simply dialing 6499. One number to rule them all.

- Palmdale Air Terminal: December 28th was the Pre –Construction Meeting for the Palmdale Air Terminal. This building will be able to house classroom and lab space to support our Airframe Manufacturing Technology Baccalaureate Degree.

- Winter Remodels and Upcoming Scheduled Maintenance: The Administration building has had a few areas remodeled including carpet replacement, paint, various new doors, windows, and cabinets. BE building had room division remodel. TE7 Building is relocating air lines and equipment to make room for a fuselage along with new flooring. Upcoming scheduled maintenance projects around campus include boiler upgrades, lock upgrades, and exterior lighting upgrades.

ITS/IMC

SECURITY AWARENESS

ITS is dedicated to ensuring that your AVC personal information is secure, **but we need your help**. You may have heard about the ransomeware incident at Los Angeles Valley College. Ransomeware is malware or a hack that encrypts the contents of servers or personal computers, locked its owner out, and a ransom message is displayed. LA Valley College paid $28K to release their systems, which had been hijacked. In 2016 a hospital in the LA area paid $17,000 to unlock patient records.

- Many viruses, malware, and ransomware specifically target you, the end user, to compromise the College or your home computers. ITS would like to remind you of the following to help prevent a similar incident at our college:
  - ITS will never ask you for your username and password, do not provide your password when requested
  - Be wary of links or emails asking you to reset your password.
    - If it is through your AVC account, please report these suspicious emails to help@avc.edu and flag them as spam
  - "Thumb" or flash drives can be infected; if you find a thumb drive that is not yours, do not plug it in.
    - Turn it in to the Sheriff's Office as lost and found.
  - While browsing the web, do not click on pop-ups saying your computer is compromised or infected.
  - And, Microsoft (or any other tech company) will never call you unsolicited offering to help you with a problem with your computer.

- What can you do? Be vigilant. Scrutinize any message with an outside link you don't recognize. For your home systems, keep your anti-virus software current. If you don't have a current package, you can download Kaspersky from myAVC. The college licenses it for all faculty and staff.

- If you provided your password while clicking a link in an email or suspicious website, contact Helpdesk immediately, x6535, so that we can reset your password. ITS is here to help, please do not hesitate to contact us if you have any questions.

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BUSINESS SERVICES - FY16/17 DEADLINES

To assist Business Services in maintaining the schedule to close the fiscal year (FY), approved Banner requisitions (REQs) and change requests must be 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, 2017**.

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.).

EXCEPTIONS & REQUIRED JUSTIFICATION: REQs entered after the deadlines must be submitted to the Controller for Business Services for approval. You will need to provide the Controller written justification for exception requests detailing the emergency or unexpected procurement, additional funding for expedited shipping (as appropriate), and written approval from your Director, Dean and your Vice President/President of your area.

Goods and/or services received after June 30, 2017 must go to the FY17/18 budget per the Governmental Accounting Standards Board.

APRIL

18
REQs and COs using Unrestricted funds must be approved in Banner

MAY

18
REQs and COs using Restricted, Facilities, One Time Mandated Costs & Capital Outlay funds must be approved in Banner

17/18 purchase requests requiring June Board approval must be added to the Purchase Request spreadsheet located: M drive>Business Services Shared Data>June 2017 Request for Board

Warehouse Requisitions deadline

Trip Requests for 16/17 travel and budget deadline

JUNE

1
Requests for Revolving Cash deadline

Open POs must be expended

Last day to use P-Cards

Auxiliary Service Requests deadline

Mileage claims for 16/17 travel & budget deadline

15
Last day to use Bookstore Open POs

Receipts for Open PO/P-Card Purchases due

21
17/18 REQ #s that require July Board approval must be emailed to purchasing@avc.edu

30
Goods and/or services for 16/17 requests must be received

Travel & Mileage Reimbursements for June 2017 travel must be received by June 30 or within 7 days from end of trip

JULY

6
June Travel Reimbursement deadline

Invoices for 16/17 purchases due to A/P

These dates are subject to change or 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