



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	JUNE	
<p>18</p> <p>REQs and COs using Unrestricted funds must be approved in Banner</p>	<p>1</p> <p>Requests for Revolving Cash deadline</p> <p>Open POs must be expended</p>	<p>21</p> <p>17/18 REQ #s that require July Board approval must be emailed to purchasing@avc.edu</p>
MAY	<p>Last day to use P-Cards</p>	<p>30</p>
<p>18</p> <p>REQs and COs using Restricted, Facilities, One Time Mandated Costs & Capital Outlay funds must be approved in Banner</p>	<p>Auxiliary Service Requests deadline</p>	<p>Goods and/or services for 16/17 requests must be received</p>
<p>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</p>	<p>Mileage claims for 16/17 travel & budget deadline</p>	<p>Travel & Mileage Reimbursements for June 2017 travel must be received by June 30 or within 7 days from end of trip</p>
<p>Warehouse Requisitions deadline</p>	<p>15</p> <p>Last day to use Bookstore Open POs</p>	JULY
<p>Trip Requests for 16/17 travel and budget deadline</p>	<p>Receipts for Open PO/P-Card Purchases due</p>	<p>6</p>
		<p>June Travel Reimbursement deadline</p>
		<p>Invoices for 16/17 purchases due to A/P</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