From: John Pang
To: BCC-FAS
Subject: Weekly Reminder/Count-Down - PURCHASING & OTHER CUTOFF - Fiscal Year 2016-17
Date: Monday, April 03, 2017 4:59:06 PM

To: **BCC-FAS**

Subject: **Weekly Reminder/Count-Down - FY-End 2016-2017 Cut-Off Dates**

The Business Office will be providing a weekly count-down to remind everyone the purchasing and other cut-off dates.

This year the purchasing cut-off for the Unrestricted Funds is similar to that of prior year. **The cut-off is split between tangible items and services.**

The following is a summary of our internal cut-off:

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Due to the Business Office:

Transaction	Due to Business Office	Number of Business Day Left
Purchasing Cut-off (Fund 01 & Categorical/Grants that do not carryover) Requisitions and Purchase Orders (PR)-Tangible Items	**Thursday, April 7, 2017**	**4**
Purchasing Cut-off (Fund 01) Requisitions and Purchase Orders – Services	**Thursday, May 11, 2017**	**28**
Purchasing Cut-off (Other Funds) Requisitions and Purchase orders	**Thursday, May 11, 2017**	**28**
Personnel Actions Cut-Off (ePAFs)	**Wednesday May 24, 2017**	**37**
Warehouse Cut-Off (Stores & Warehouse Orders)	**Thursday, June 1, 2017**	**43**
Deposit Cut-Off (Checks due to the District Office)	**Thursday, June 1, 2017**	**43**
***Accounts Payable Cut-off (Invoices to Accts Payable)*)**	**Thursday, July 13, 2017**	**73**
Payroll Adjustment Request Cut-off	**Thursday, July 27, 2017**	**83**

Journal Entries Cut-off (Expense Transfers)	**Thursday, August 3, 2017**	**88**

THE ABOVE ARE FIRM CUT-OFF DATES. PLEASE PLAN ACCORDINGLY.

KEY OR IMPORTANT NOTES:

1. The dates listed above are the last processing dates for various types of transactions. If multiple steps are required before a transaction can be fully posted, you must consider all steps and ensure that the last step takes place according to the dates on that list. For instance, if you are processing a transaction that requires an increase to an encumbrance (PO). You must cancel or adjust encumbrance(s) before April 7th for Unrestricted General Fund and May 11th for all other funds. This will provided a sufficient unencumbered balance for the claim to be successfully posted on the due date.

2. The month of June will be closed on Thursday, June 30, 2017, and the monthly June report will be generated on July 17, 2017.

3. The first budget load for FY17-18 is scheduled for May 26, 2017.

4. These fiscal year-end procedures do not address most payroll transactions. A separate memorandum will be issued for year-end payroll procedures.

5. Personnel Action Forms (ePAFs) requesting payment for any assignments with a start date prior to **July 1, 2017** must be approved by the College President prior to **June 1, 2017**. This deadline is necessary for the District to timely and accurately close its books. Receipt of Personnel Action Forms after this date may delay the processing of payment and delay actual payment to employee.

6. Payroll adjustments for pay periods in fiscal year 2016-2017 must be received by July 27th for processing and posting. This deadline is necessary for the District to timely and accurately close its books. Payroll adjustments received after July 27th will be returned unprocessed.

7. Reminder: If our college receives the delivery of goods, as opposed to the warehouse receiving them, please notify the Purchasing Department immediately so that the open PO
is not inadvertently closed.

No exceptions will be made after the cut-off

Thank you for your cooperation.

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