



Business and Administrative Services

INTEROFFICE MEMORANDUM

To: BCC-FAS

From: Shirley Slaughter, Business Manager

Date: February 11, 2013

Subject: Fiscal Year-End 2012-2013 Cut-Off Dates

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

Transaction	Due to Business Office	Due to District
Purchasing (Fund 01)	Friday, March 29, 2013	April 4, 2013
Purchasing (Other Funds)	Friday, May 3, 2013	May 10, 2013
Personnel Action Forms	Thursday, June 6, 2013	June 13, 2013
Warehouse (Store Close)	Thursday, June 6, 2013	June 14, 2013
Deposits	Monday, June 24, 2013	June 24, 2013
Accounts Payable	Thursday, July 11, 2013	July 25, 2013
Journal Entries	August 1, 2013	August 1, 2013

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 the 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 **March 29th for Fund 01 and May 3rd for all other funds**. This will provide a sufficient unencumbered balance for the claim to be successfully posted on the due date.
2. The month of June will be closed on **Friday, June 28, 2013**, and the monthly June reports will be generated on July 15, 2013.
3. The first budget load for FY13-14 is scheduled for May 20, 2013.
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 Actions Forms requesting payment for any assignments with a start date prior to July 1, 2013 must be received by the BO prior to **June 6, 2013**. 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 adjustment for pay periods in Fiscal Year 2012-13 must be received by **August 1, 2013** for processing and posting. Payroll adjustments received after August 1, 2013 will be returned processed.

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



Peralta Community College District

333 East Eighth Street • Oakland, California 94606 • (510) 466-7200

Office of Finance and Administration

Memorandum

TO: Peralta Managers

Cc: Dr. José M. Ortiz, Susan Rinne

FROM: Ronald Gerhard, Vice Chancellor

DATE: February 8, 2013

SUBJECT: Fiscal Year-End 2012-2013 (FYE13) Closing Instructions

This year due to the continued constrained economic and budget environment **April 4th** will be the cut-off for all Purchase Requisitions (PR) encumbering funds from Unrestricted General Fund accounts. The cut-off for all other funding sources (including but not limited to categorical and grant programs and all other fund types) will be **May 10th**. All requisitions must be approved in **PROMT** and received by the Purchasing department by **5:00 p.m.** on the respective date noted above or they will be returned to the requisitioner unprocessed.

Health and Safety emergencies will be the only consideration after the cut-off dates noted above. As soon as these situations are identified, the manager with the budget respective responsibility should contact the Purchasing department ASAP. The Purchasing Director, Marie Hampton, can be reached at extension 7256.

OPEN POs: Please review all current open POs to make sure that all goods and/or services will be received on or prior to June 30, 2013. If it is determined that goods and/or services will not be received prior to June 30, 2013, POs should be closed or adjusted using a Purchase Order Change Notice and initiate a fiscal year 2014 Purchase Requisition. Please contact the Purchasing department for such requests.

Invoices need to be submitted to Accounts Payable as soon as possible in order to ensure prompt payment to vendors. The payment process cannot begin until Accounts Payable receives all necessary documents authorizing payment. Please check to make sure the manager with budget responsibility signs all documents before forwarding them to Accounts Payable.

FISCAL YEAR 2014 purchase requisitions can be initiated on or after July 1, 2013. However, vendors will be instructed that goods and/or services cannot be received until July 1, 2013 or after.

Lastly, please anticipate any conference, travel or mileage expenses you may incur after the cut-off date and process a PR for the estimated expenses. Failure to do so will delay reimbursement.

Your assistance is appreciated.