INTEROFFICE MEMORANDUM

**To:** Faculty, Administration and Support Services

**From:** Shirley Slaughter, Director of Business and Administrative Services

**Date:** February 29, 2016

**Subject:**  Fiscal Year-End 2016 Closing Procedures

This memorandum provides important dates for the fiscal year-end 2016 purchasing closing process. The year-end cut off dates may also be obtained on the BCC web site ([www.berkeleycitycollege.edu](http://www.berkeleycitycollege.edu)). Click on **About BCC** and then click **Business and Administrative Services.**

This year the purchasing cut off for the Unrestricted General Fund is similar to that of prior year. The cut-off is split between tangible items and services. **April 7th** will be the cut-off for all Purchase Requisitions (PR) encumbering funds for **tangible items** from the Unrestricted General Fund accounts **as well as categorical/grants that do not carryover**. **May 12th** will be the cut-off date for all PRs encumbering fund for **services** from the Unrestricted General Fund accounts. **May 12th** will also be the cut-off for all other funding sources (including but not limited to categorical, grant programs, bonds and all other fund types). All requisitions must be approved in PROMT and **received by the Business Office** **by** **5:00 p.m.** on the respective date noted above or they will be returned to the Requestor unprocessed.

Purchases for Commencement related activities are considered an exception to these timelines. Prior approval by the District Office is not required; however, the procurement process must still be followed for these purchases.

The other exception to the purchasing cut-off is purchases made for Health and Safety emergencies. As soon as these situations are identified, the manager with the budget responsibility should contact the Purchasing department ASAP. The Purchasing Director, Marie Hampton, can be reached at extension 7895.

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, 2016. **If it is determined that goods and /or services will not be received prior to June 30, 2016, POs should be closed or adjusted using a Request for Change Order form and initiate a fiscal year 2017 Purchase Requisitions. Please contact the Purchasing department for such requests.**

Invoices must be submitted to Accounts Payable as soon as possible in order to ensure prompt payment to vendors. The payment process will not 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. **Invoices received after July 20, 2016 will be paid out of the 2016-17 fiscal year budget.**

FISCAL YEAR 2017 purchase requisitions can be initiated on or after July 1, 2016. However, vendors will be instructed that good and/or services cannot be received until July 1, 2016 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.

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| Transaction  | Date |
| Purchasing Cut-off (Fund 01 and any categorical/grants that funding ends June 30) Requisitions and Purchase Orders - Tangible items | April 7, 2016 |
| Purchasing Cut-off (Fund 01 and any categorical/grants that funding ends June 30) Requisitions and Purchase Orders -Services  | May 12, 2016 |
| Purchasing Cut-off (Other Funds) Requisitions and Purchase Orders | May 12, 2016 |
| Personnel Actions Cut-off (ePAFs) | May 23, 2016 |
| Warehouse Cut-off (Stores and Warehouses Orders) | June 3, 2016 |
| Deposit Cut-off (Checks due to the District Office) | June 3, 2016 |
| Accounts Payable Cut-off (Invoices to District AP) | July 13, 2016 |
| Payroll Adjustment Request Cut-off | July 20, 2016 |
| Journal Entries Cut-off (Expense Transfers) | August 5, 2016 |

**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 12th for all other funds. This will provided a sufficient unencumbered balance for the claim to be successfully posted on the due date.
2. PCCD’s First Quarterly Close will be effective 3rd Quarter ending, March 20, 2016.
3. The month of June will be closed on Thursday, June 30, 2016, and the monthly June report will be generated on July 15, 2016.
4. The first budget load for FY16-17 is scheduled for May 24, 2016.
5. These fiscal year-end procedures do not address most payroll transactions. A separate memorandum will be issued for year-end payroll procedures.
6. Personnel Action Forms (ePAFs) requesting payment for any assignments with a start date prior to **July 1, 2016** must be approved by the College President prior to **June 1, 2016**. 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.
7. Payroll adjustments for pay periods in fiscal year 2015-2016 must be received by July 20th for processing and posting. This deadline is necessary for the District to timely and accurately close its books. Payroll adjustments received after July 20th will be returned unprocessed.

8. 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.