## 2022-23 Fiscal and Purchasing Deadlines

Date	Area	Last Day To:
April 28, 2023	District	1. Generate new requisition for Purchase Order (PO) or Blanket Purchase Order (BPO). Vendor
(Friday)	Categorical ASMC	Exception is Staples/Amazon.
	Foundation	ITEMS MUST BE RECEIVED BY JUNE 30TH (last working day of the month)
May 5, 2023	District	1. Approve all requisitions for PO or BPO. Vendor Exception is Staples/Amazon.
(Friday)	Categorical	
	ASMC	ITEMS MUST BE RECEIVED BY JUNE 30TH (last working day of the month)
	Foundation	10 10 10 10 10 10 10 10 10 10 10 10 10 1
May 30, 2023 (Tuesday)	District Categorical	1. Generate a new requisition for PO or BPO for Staples/Amazon.
(Tuesuay)	ASMC	
	Foundation	
June 1, 2023	District	1. Approve all requisitions for PO or BPO for Staples/Amazon.
(Thursday)	Categorical	
	ASMC	
	Foundation	
June 8, 2023	District	1. Charge against existing BPO.
(Thursday)	Categorical	2. Submit orders for Staples/Amazon (must be tied to existing BPO or PO)
	ASMC Foundation	
luma 15, 2022		1 Charge against all district cords (CalCard Laura's Hama Danet ata \ ALL DUDCHASE CADD
June 15, 2023 (Thursday)	Categorical	1. Charge against all district cards (CalCard, Lowe's, Home Depot, etc.) ALL PURCHASE CARD RECEIPTS MUST BE SUMBITTED BY THIS DATE.
(That Sady)	ASMC	RECEIL 13 MOST DE SOMBITTED DE THIS DATE.
	Foundation	ITEMS MUST BE RECEIVED BY JUNE 30TH (last working day of the month)
June 15, 2023	District	1. Submit BPO Adjustment Form
(Thursday)	Categorical	2. Charge against your 2022-23 Print Services budget
	ASMC	
	Foundation	
June 20, 2023		1. Submit to Payroll short-term hourly time sheets for employees working June 11-30.
(Tuesday)	Categorical ASMC	2. Submit all cash deposits to Student Fees and Foundation by 11:00 am (LRC, Community Services, Police, Farm, etc.).
		Please coordinate for drop off to ensure someone is in the office to receive.
June 29, 2023		1. Receive all items or orders using 2022-23 funds. (Purchasing must be notified for all items not
(Thursday)	Categorical	shipped to main campus).
	ASMC	
	Foundation	
July 6, 2023	District	1. Submit internal service charges (Print Services, Mailing, UPS/FedEx, Health Services,
(Thursday)	Categorical	Transportation, Facilities, etc.) to Fiscal Services for payment.
	Foundation	2. Submit payment request for June card use (Visa, CalCards).  3. Submit Travel & Mileson Beimburgement Claims
L.L. 42, 2022	ASMC	Submit Travel & Mileage Reimbursement Claims.
July 13, 2023 (Thursday)	District	1. Submit Payment Requests or Invoices (for PO, BPO) to Accounts Payable or Foundation by 4:00pm for processing using 2022-23 funds.
(THUISUAY)	Categorical Foundation	4:00pm for processing using 2022-23 funds. ITEMS MUST HAVE BEEN RECEIVED BY JUNE 30TH (last working day of the month)
	ASMC	The most three been received by Joine Soft hast working day of the month