

2022-23 Fiscal and Purchasing Deadlines

Date	Area	Last Day To:
April 28, 2023 (Friday)	District Categorical ASMC Foundation	1. Generate new requisition for Purchase Order (PO) or Blanket Purchase Order (BPO). Vendor Exception is Staples/Amazon. ITEMS MUST BE RECEIVED BY JUNE 30TH (last working day of the month)
May 5, 2023 (Friday)	District Categorical ASMC Foundation	1. Approve all requisitions for PO or BPO. Vendor Exception is Staples/Amazon. ITEMS MUST BE RECEIVED BY JUNE 30TH (last working day of the month)
May 30, 2023 (Tuesday)	District Categorical ASMC Foundation	1. Generate a new requisition for PO or BPO for Staples/Amazon.
June 1, 2023 (Thursday)	District Categorical ASMC Foundation	1. Approve all requisitions for PO or BPO for Staples/Amazon.
June 8, 2023 (Thursday)	District Categorical ASMC Foundation	1. Charge against existing BPO. 2. Submit orders for Staples/Amazon (must be tied to existing BPO or PO)
June 15, 2023 (Thursday)	District Categorical ASMC Foundation	1. Charge against all district cards (CalCard, Lowe's, Home Depot, etc.) ALL PURCHASE CARD RECEIPTS MUST BE SUBMITTED BY THIS DATE. ITEMS MUST BE RECEIVED BY JUNE 30TH (last working day of the month)
June 15, 2023 (Thursday)	District Categorical ASMC Foundation	1. Submit BPO Adjustment Form 2. Charge against your 2022-23 Print Services budget
June 20, 2023 (Tuesday)	District Categorical ASMC Foundation	1. Submit to Payroll short-term hourly time sheets for employees working June 11-30. 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 (Thursday)	District Categorical ASMC Foundation	1. Receive all items or orders using 2022-23 funds. (Purchasing must be notified for all items not shipped to main campus).
July 6, 2023 (Thursday)	District Categorical Foundation ASMC	1. Submit internal service charges (Print Services, Mailing, UPS/FedEx, Health Services, Transportation, Facilities, etc.) to Fiscal Services for payment. 2. Submit payment request for June card use (Visa, CalCards). 3. Submit Travel & Mileage Reimbursement Claims.
July 13, 2023 (Thursday)	District Categorical Foundation ASMC	1. Submit Payment Requests or Invoices (for PO, BPO) to Accounts Payable or Foundation by 4:00pm for processing using 2022-23 funds. ITEMS MUST HAVE BEEN RECEIVED BY JUNE 30TH (last working day of the month)

Questions - Please contact:
Fiscal Services X6202
or
Purchasing X6300
February 2023