

## Grants & Categorical Year-End Checklist

- Generate a new requisition for Purchase Order (PO) or Blanket Purchase Order (BPO) by **May 1**.
- Last day to generate a new requisition for Office Depot is **June 1**.  
ITEMS MUST BE RECEIVED BY JUNE 30TH (last working day of the month).
- BPO and POs: Contact Purchasing by **June 1** to ensure that all open Blanket Purchase Orders (BPOs) and Purchase Orders (POs) items will be received by **June 30**.
- Charge against existing BPOs by **June 1**. Be sure to close-out any open BPOs with Purchasing to allow for accurate accounting of available funds to expense.  
The form can be found here: [BPO Adjustment Form](#)
- Last day to submit an order to Office Depot (tied to an existing PO or BPO) is **June 1**.  
Be sure to close out any open BPOs with Purchasing to allow for accurate accounting of available funds to expense. Form can be found here: [BPO Adjustment Form](#)
- Last day to charge against all district cards (CalCard, Lowe's, Home Depot, etc.) is second week of **June**. ALL PURCHASE CARD RECEIPTS MUST BE SUBMITTED BY THIS DATE.  
ITEMS MUST BE RECEIVED BY JUNE 30TH (last working day of the month).
- Be sure to close-out any open BPOs with Purchasing using the BPO Adjustment Form (BOA) to allow for accurate accounting of available funds to expense BY third week of **June**.  
Form can be found here: [BPO Adjustment Form](#)
- Last day to charge for duplicating expenses with Print Services is third week of **June**. Request submission can be found here: <http://www.mccd.edu/offices/graphics/submit.html>
- From your program(s) GLSA, review any outstanding encumbrances by third week of **June** and work with Purchasing to ensure all items are received by **June 30**.
- Payroll: Stipend, overtime, Faculty Absence Form, and extra hours timesheets must be received at Payroll by the third week of **June**. These include certificated, classified hourly, general fund, work-study, and stipend timesheets. Forms can be found here: [Payroll Timesheets](#)
- Receive all items or orders using current year funds. (Purchasing must be notified for all items not shipped to main campus) by **June 30**.
- Submit payment requests or invoices (for PO, BPO) to Accounts Payable by 4:00pm for processing using 2019-20 funds by second week of **July**. Please note, all items must have been received by **June 30, 2020**. The Payment Request form can be found here: [Payment Request Form](#)
- Travel & Mileage Reimbursement Claims must be received at Accounts Payable (AP) by second week of **July**. Forms found here: [Travel Forms](#)