

2024-25 Fiscal and Purchasing Deadlines

Date	Area	Last Day To:
April 25, 2025 (Friday)	District Categorical ASMC	1. Generate new requisition for Purchase Order (PO) or Blanket Purchase Order (BPO). Vendor Exception is Staples/Amazon. <i>ITEMS MUST BE RECEIVED BY JUNE 30TH (last working day of the month)</i>
May 2, 2025 (Friday)	District Categorical ASMC Foundation	1. Approve all requisitions for PO or BPO. Vendor Exception is Staples/Amazon. <i>ITEMS MUST BE RECEIVED BY JUNE 30TH (last working day of the month)</i>
May 27, 2025 (Tuesday)	District Categorical ASMC Foundation	1. Generate a new requisition for PO or BPO for Staples/Amazon.
May 29, 2025 (Thursday)	District Categorical ASMC Foundation	1. Approve all requisitions for PO or BPO for Staples/Amazon.
June 5, 2025 (Thursday)	District Categorical ASMC Foundation	1. Charge against existing BPO. 2. Submit orders for Staples/Amazon (must be tied to existing BPO or PO) 3. Charge against VISA credit card and Cal Card
June 12, 2025 (Thursday)	District Categorical ASMC Foundation	1. Submit BPO Adjustment Form 2. Charge against your 2024-25 Print Services budget 3. Charge against all other district cards (Lowe's, Home Depot, etc.) ALL PURCHASE CARD RECEIPTS MUST BE SUBMITTED BY THIS DATE. <i>ITEMS MUST BE RECEIVED BY JUNE 30TH (last working day of the month)</i>
June 16, 2025 (Monday)	District Categorical ASMC Foundation	1. Submit to Payroll short-term hourly time sheets for employees working June 11-30.
June 18, 2025 (Wednesday)	District Categorical ASMC Foundation	1. Submit all cash deposits to Student Fees and Foundation by 11:00 am (LRC, Community Education, Police, Farm, etc.). Please coordinate for drop off to ensure someone is in the office to receive.
June 30, 2025 (Monday)	District Categorical ASMC Foundation	1. Receive all items or orders using 2024-25 funds. (Purchasing must be notified for all items not shipped to main campus).
July 2, 2025 (Wednesday)	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 10, 2025 (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 2024-25 funds. <i>ITEMS MUST HAVE BEEN RECEIVED BY JUNE 30TH (last working day of the month)</i>

Questions - Please contact:
Fiscal Services X6202 or Purchasing X6300