

2025-26 Fiscal and Purchasing Deadlines

Date	Area	Last Day To:
April 30, 2026 (Thursday)	District Categorical ASMC	1. Create 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 7, 2026 (Thursday)	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)
June 1, 2026 (Monday)	District Categorical ASMC Foundation	1. Create a new requisition for PO or BPO for Staples/Amazon.
June 3, 2026 (Wednesday)	District Categorical ASMC Foundation	1. Approve all requisitions for PO or BPO for Staples/Amazon.
June 4, 2026 (Thursday)	District Categorical ASMC Foundation	1. Charge against an 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 11, 2026 (Thursday)	District Categorical ASMC Foundation	1. Submit BPO Adjustment Form 2. Charge against your 2025-26 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. ITEMS MUST BE RECEIVED BY JUNE 30TH (last working day of the month)
June 22, 2026 (Monday)	District Categorical ASMC Foundation	1. Submit to Payroll short-term hourly time sheets for employees working June 11-30.
June 22, 2026 (Monday)	District Categorical ASMC Foundation	1. Submit all cash deposits to Student Fees and Foundation by 11:00 am (LRC, Community Education, Police, Farm, departmental Tix, Community Svcs, Parking, Marketplace, etc.). Please coordinate for drop off to ensure someone is in the office to receive.
June 30, 2026 (Tuesday)	District Categorical ASMC Foundation	1. Receive all items or orders using 2025-26 funds. (Purchasing must be notified for all items not shipped to main campus).
July 6, 2026 (Monday)	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).
July 9, 2026 (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 2025-26 funds. 2. Submit a budget transfer for 2025-2026 allocations. 3. Submit Travel & Mileage Reimbursement Claims. ITEMS MUST HAVE BEEN RECEIVED BY JUNE 30TH (last working day of the month)

Questions - Please contact:
Fiscal Services X6202 or Purchasing X6300