



AP 6330 – PURCHASING FY 2024-2025 PURCHASING CALENDAR DEADLINES

May 16, 2025 Last day to submit all requisitions for all funds to Purchasing. Requisitions for goods/services after this date will not be purchased for FY 2024-2025. All documentation (pertinent quotes, contracts and invoices) must accompany the submission of the requisition and uploaded to Square 9. Please make certain that all requisitions have been processed and are not incomplete or unapproved. Approval in Colleague, along with supporting documentation to the requisition, must be completed no later than **Friday, May 16, 2025.** Do not risk delaying or have requisitions unprocessed due to unresolved issues along the approval path in Colleague. YOUR CAMPUS DEADLINES MAY DIFFER FROM PURCHASING'S DEADLINE. CONTACT YOUR BUSINESS SERVICE OFFICE TO CONFIRM THE CORRECT REQUISITION DEADLINE FOR YOUR CAMPUS.

REQUISITONS CAN NO LONGER BE INITIATED FOR FY 2024-2025 AFTER THIS DATE.

June 30, 2025 All goods and services must be received by COB. Goods received after this date will be purchased from your FY 2025-2026 budget. Invoices for goods and services rendered in FY 2024-2025 must be received by Accounting before **Friday, July 18, 2025.** If you do not have an invoice, provide an estimation of the amount due to Accounting so they can book an accrual. **FAILURE TO BOOK AN ACCRUAL IS A VIOLATION OF THE "MATCHING PRINCIPLE" AND WILL SUBJECT THE DISTRICT TO AN AUDIT FINDING.**

FY 2025-2026 NEW POs & BPOs

June 13, 2025 You may start entering requisitions for FY 2025-2026 that are critical to operations and must be in place on July 1, 2025. Please remember that the requisition date must read **07/01/25.** Once the requisition has been flagged as done, you may not change the requisition date, for doing so, will result in funds being encumbered in FY 2024-2025 instead of FY 2025-2026.

End users may initiate BPO Renewal Requests for FY 2025-2026 so that Purchasing may establish an encumbrance. Please complete the BPO Renewal Request Form and indicate changes, if any (i.e., dollar amounts and GL Accounts.) For Maintenance renewals, please forward any supporting documentations such as quotes and ICAs. A requisition does not need to be established for these type of renewals.

Please make certain that your FY 2025-2026 Adopted Budget has budget appropriation to support these encumbrances. Otherwise, once the FY 2025-2026 Adopted Budget is uploaded, it will result in an overage in the assigned GL Account. This may either delay your purchase because there is insufficient budget appropriation to support your encumbrance, or delay payment altogether. If you are uncertain whether a budget appropriation exists or is sufficient, please check with your Business Services Office.

July 1, 2025 Requisitions for FY 2025-2026 may be processed as normal.