



Darrell K. Jachim-Moore
Interim Chief Financial Officer and Vice President
Administrative Services

MCC VALUES:
INTEGRITY.
EXCELLENCE.
EMPOWERMENT.
INCLUSIVENESS.
COLLABORATION.
STEWARDSHIP.

TO: Vice Presidents, Deans, Directors, Department Heads
FROM: Darrell K. Jachim-Moore, Interim CFO and Vice President, Administrative Services
DATE: April 1, 2022
RE: Fiscal Year 2022 Purchasing Cut-Off Dates/Budget Transfer Deadlines

As part of preparation for our annual fiscal audit, we establish purchasing cut-off dates for each department to satisfy its equipment and contractual needs. Ample time must be provided to order, receive, and pay for goods and services by the last day of our current fiscal year, August 31. This year's purchasing cut-off dates and deadlines for necessary budget transfers are as follows:

Equipment Purchases – June 9, 2022
(including Professional Development expenditures – 75xxx)
Budget Transfers must be to the Budget Office by June 2, 2022

Contractual Expenditures – June 23, 2022
(including Professional Development expenditures – 75xxx)
Budget Transfers must be to the Budget Office by June 16, 2022

When you review the funds available in your budget and evaluate your upcoming needs, please keep in mind the following:

- In light of our ongoing concerns related to potential current and future year state aid, please evaluate carefully your anticipated spending and **order only what is truly needed to service our students.**
- If a budget transfer is required to initiate your requisition(s), please be sure to process it by the dates noted above. The above budget transfer deadlines are not applicable for those involving Personal Service dollars.
- Many times, your needs for Facilities support requires the issuance of P.O.'s and our Facilities Department must comply with these deadlines as well. Therefore, Maintenance Request Orders (MRO's) must be submitted by **June 13, 2022** to avoid missing the established requisition deadlines.
- As you plan your expenditures, be sure to anticipate shipping costs. It is important to leave a small balance available to cover these costs or small price increases.
- An expenditure is considered valid when Purchasing receives an **approved** requisition for goods/services from which a Purchase Order can be processed. This does not include "blanket requests" to encumber funds.

Please note that these cut-off dates apply to college operating funds only and not to grant funds. Grant Directors will receive instructions related to their respective grant(s) under separate cover.

If you have any questions and/or concerns, please do not hesitate to contact Patrick Bates at pbates@monroecc.edu or Mike Quinn at mquinn@monroecc.edu.

Thank you for your cooperation.

c: DeAnna Burt-Nanna, President