



Hezekiah N. Simmons
Chief Financial Officer and Vice President
Administrative Services

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

TO: Vice Presidents, Deans, Directors, Department Heads
FROM: Heze Simmons, Vice President, Administrative Services
DATE: May 13, 2020
RE: Fiscal Year 2020 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 4, 2020
(including Professional Development expenditures – 75xxx)
Budget Transfers must be to the Budget Office by May 28, 2020

Contractual Expenditures – June 11, 2020
(including Professional Development expenditures – 75xxx)
Budget Transfers must be to the Budget Office by June 4, 2020

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

- 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.
- An expenditure is considered valid upon the Purchasing staff's receipt of 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.

Due to the budget constraints of the College for FY2020 in particular, all discretionary spending has been suspended immediately. As such, the College will only be approving spending that is truly required to service our students.

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.