


TO: Vice Presidents, Deans, Directors, Department Heads  
FROM: Heze Simmons, Vice President, Administrative Services   
DATE: April 11, 2011  
RE: Fiscal Year 2011 Purchasing Cut-Off Dates/Budget Transfer Deadlines

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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 14<sup>th</sup>, 2011**

(including Professional Development expenditures – 75xxx)

**Budget Transfers must be to the Budget Office by June 7, 2011**

**Contractual Expenditures – July 5<sup>th</sup>, 2011**

(including Professional Development expenditures – 75xxx)

**Budget Transfers must be to the Budget Office by June 28, 2011**

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 reductions, 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 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 require 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 21, 2011** to avoid missing the requisition deadlines established.
- 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 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.

The Controller's and Purchasing staff members are available to assist you in expediting your order within the purchasing time frame. All efforts to process your requisitions well in advance of the noted deadlines will be greatly appreciated.

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 call Patrick Bates at extension 2080 or Mike Quinn at extension 2151. Thank you for your cooperation.

cc: Anne Kress, President