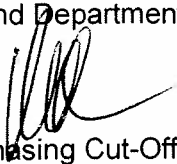


Michael Quinn
Controller

DATE: May 15, 2013
TO: All Deans, Directors, and Department Heads
FROM: Mike Quinn, Controller 
RE: Fiscal Year 2013 Purchasing Cut-Off Dates/Blanket Orders

Recently, Vice President Simmons issued a memo regarding the Fiscal Year 2013 Purchasing Cut-Off Dates. Again those dates are:

Equipment Purchases – June 12, 2013
(including Professional Development expenditures – 75xxx)
Budget Transfers must be to the Budget Office by June 5, 2013

Contractual Expenditures – July 3, 2013
(including Professional Development expenditures – 75xxx)
Budget Transfers must be to the Budget Office by June 26, 2013

We encourage you to take this opportunity to review all of your blanket purchase orders for goods and services which you established during the fiscal year. If you know that you no longer need the funds encumbered for a blanket purchase order, you may request the Purchasing Department to release the money. You may then use these funds to requisition other needed goods and services prior to the respective cut-off dates.

Blanket purchase orders are subject to the same cut-off dates as are other orders. All blanket orders for supplies (not services) will be closed after the respective cut-off date has passed.

Invoices received against blanket purchase orders for supplies that are dated after the cut-off dates will not be honored. The individual purchaser will be responsible for financial obligations incurred after the cut-off date.

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.

Keep in mind that requests for work that will require the Facilities department may be impacted by the cut-off dates noted above as they also must comply with these deadlines. Therefore, Maintenance Request Orders (MRO's) must be submitted by **June 19, 2013** to avoid missing the requisition deadlines established.

If you have any questions and/or concerns, please do not hesitate to call Patrick Bates at extension 2080, or myself at extension 2151.

Thank you for your cooperation.

cc: Anne Kress, President