



Date: January 26, 2021
To: San Joaquin Delta College Staff
From: Administrative Services Division Office
Subject: 2020 - 2021 Fiscal Year-End Deadlines Calendar

San Joaquin Delta College is rapidly approaching the end of another fiscal year and it is time to coordinate the year-end closing activities. To ensure the best possible service and to provide for a successful fiscal year-end close, **the District will be operating under the 2020-2021 Fiscal Year-End Deadlines Calendar**. The deadlines have been developed to ensure all can properly plan and prepare for the end of the fiscal year.

The last day of fiscal year 2020/2021 is **Wednesday June 30, 2021**.

Quick Reminders:

- Please remember Oracle requisitions must be approved by the account Fiscal Officer ***before*** the purchasing department can start processing the order.
- To avoid delays with orders please ensure Oracle requisitions submitted are complete and have ***all*** required information included.
- Average delivery time for goods purchased varies from 14 to 45 calendar days, depending on the type of the goods purchased. Most capital equipment, custom and/or specialized orders may require longer lead-time.
- There may be exceptions to the deadline dates. **Exception requests will be reviewed and granted on a case-by-case basis.**

As always, your support is greatly appreciated!

Deadline Date	Description
<p>January 26, 2021 (Tuesday)</p>	<ul style="list-style-type: none"> • TrAC Office and Departments start reviewing Blanket Purchase Order balances and begin submitting change orders in Oracle as required. <ul style="list-style-type: none"> o Change orders instructions are located on the purchasing website at https://www.deltacollege.edu/campus-offices/administrative-services/purchasing/purchasingresources o Change orders are submitted by TrAC Office or Department in Oracle. o Change orders require Fiscal Officer approval in Oracle.
<p>February 8, 2021 (Monday)</p>	<ul style="list-style-type: none"> • Last day Purchasing can accept formal bidding requests for goods, supplies and services in the amount of \$96,700 and over for <u>all</u> funding sources. <ul style="list-style-type: none"> o Analysis, assessment (approximately a 2 month process) and Board Approval is required for these purchases. o Exceptions may be requested after the deadline date, to request an exception send and email to the Purchasing department at purchasing@deltacollege.edu
<p>March 1, 2021 (Monday)</p>	<ul style="list-style-type: none"> • Last day to submit a Work Order to Information Technology for a Technology Purchase <ul style="list-style-type: none"> o Technology purchases include software, computers, copiers, printers, etc. o Date is set to allow for assessment and feasibility study required for purchase of these items o Exceptions to the deadline date must be sent to the Information Technology department via a Work Order.
<p>April 5, 2021 (Monday)</p>	<ul style="list-style-type: none"> • Last day Purchasing can accept approved requisitions for goods, supplies and services in the amount \$5,001 to \$96,699 for all funding sources. • Last day Purchasing can accept Contract amendments and new contracts for Fiscal Year 20/21 (Contracts completed July 1, 2020 - June 30, 2021). <ul style="list-style-type: none"> o Date is set to ensure invoices are paid by June 30, 2021. o Exceptions may be requested after the deadline date, to request an exception send an email to the Purchasing department at purchasing@deltacollege.edu
<p>May 3, 2021 (Monday)</p>	<ul style="list-style-type: none"> • Last day Purchasing Department can accept approved requisitions for goods, supplies and services in the amount \$ 4,999 and below for <u>all</u> funding sources. <ul style="list-style-type: none"> o Date is set to ensure orders arrive and invoices are paid by June 30, 2021. o Exceptions may be requested after the deadline date, to request an exception send an email to the Purchasing department at purchasing@deltacollege.edu
<p>May 10, 2021 (Monday)</p>	<ul style="list-style-type: none"> • First day to submit new contracts for FY 21/22 (Contracts starting July 1, 2021). Oracle Requisitions for FY 21/22 contracts cannot be submitted until July 1, 2021.
<p>June 7, 2021 (Monday)</p>	<ul style="list-style-type: none"> • Last day Fiscal Services can accept approved a Travel Claim for reimbursement. • Last day departments can make purchases using their department P-CARD <ul style="list-style-type: none"> o Exceptions to the deadline date must be sent to the Fiscal Services department
<p>June 30, 2021 (Wednesday)</p>	<ul style="list-style-type: none"> • Last day order deliveries will be accepted for Fiscal Year 20/21. No Exceptions
<p>July 1, 2021 (Thursday)</p>	<ul style="list-style-type: none"> • First day to submit requisitions in Oracle for FY 20/21 expenditures.
<p>July 2, 2021 (Friday)</p>	<ul style="list-style-type: none"> • Last day Fiscal Services can accept invoices for orders to be recognized in FY 20/21.

There may be Exceptions to these deadlines. Exceptions will be reviewed and granted on a **case-by-case basis**. Please make sure exception requests are sent to the appropriate department as identified above.