



Date: January 27, 2020

To: San Joaquin Delta College Staff

From: Administrative Services Division Office

Subject: 2019 - 2020 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 to divisions and departments, and to provide for a successful fiscal year-end close, and transition to the new fiscal year, **the District will be operating under the attached deadlines**. The deadlines have been developed to ensure all divisions and departments can properly plan and prepare for the end of the fiscal year.

Please note the fiscal year 2019-2020 ends on **Tuesday, June 30, 2020**, and the new fiscal year starts on July 1, 2020. Furthermore, schedule requisitions and activities well in advance of the June 30, 2020 date.

Quick Reminders:

- Please remember 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 requisitions submitted are complete and have **all** the required information included.
- The 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.

As always, your support is greatly appreciated!

The Administrative Services Division

FY 2019-20 Year-End Deadlines

Deadline Date	Description
January 27, 2020 (Monday)	<ul style="list-style-type: none"> • Divisions and Departments start reviewing Blanket Purchase Order balances and begin submitting change orders in Oracle as required. <ul style="list-style-type: none"> ○ Change orders instructions are located on the purchasing website at https://www.deltacollege.edu/campus-offices/administrative-services/purchasing/purchasing-resources ○ Change Orders are submitted by Division Department in Oracle. ○ Change Orders require Fiscal Officer approval in Oracle.
March 2, 2020 (Monday)	<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"> ○ Technology purchases include software, computers, copiers, printers, etc. ○ The date is set to allow for the assessment and feasibility study required for the purchase of these types of items.
March 9, 2020 (Monday)	<ul style="list-style-type: none"> • Last day Purchasing can accept formal bidding requests for goods, supplies, and services in the amount of \$95,200 and over for <u>all</u> funding sources. <ul style="list-style-type: none"> ○ Analysis, assessment (approximately a 2-month process) and Board Approval are required for these requests.
April 20, 2020 (Monday)	<ul style="list-style-type: none"> • Last day Purchasing can accept approved requisitions for goods, supplies, and services in the amount of \$3,001 to \$94,199 for <u>all</u> funding sources. • Last day Purchasing can accept Contract amendments and new contracts for Fiscal Year 19/20 (Contracts completed July 1, 2019 - June 30, 2020). <ul style="list-style-type: none"> ○ The date is set to ensure invoices are paid by June 30, 2020.
May 11, 2020 (Monday)	<ul style="list-style-type: none"> • Last day Purchasing Department can accept approved requisitions for goods, supplies and services in the amount of \$2,999 and below for <u>all</u> funding sources. <ul style="list-style-type: none"> ○ The date is set to ensure orders arrive and invoices are paid by June 30, 2020.
May 18, 2020 (Monday)	<ul style="list-style-type: none"> • The first day to submit new contracts for FY 20/21 (Contracts starting July 1, 2020). Requisitions for FY 20/21 contracts cannot be submitted until July 1, 2020.
June 8, 2020 (Monday)	<ul style="list-style-type: none"> • Last day Fiscal Services can accept approved Travel Claim for reimbursement. • Last day departments can make purchases using their department P-CARD
June 29, 2020 (Monday)	<ul style="list-style-type: none"> • Last day order deliveries will be accepted for Fiscal Year 19/20. <u>No Exceptions</u>
July 1, 2020 (Wednesday)	<ul style="list-style-type: none"> • First day to submit requisitions in Oracle for FY 20/21 expenditures.
July 2, 2020 (Thursday)	<ul style="list-style-type: none"> • Last day Fiscal Services can accept invoices for orders to be recognized in FY 19/20.