

Memorandum

TO: OCC Management Team

FROM: Rachel Kubik, Director Business Services

DATE: February 20, 2024

RE: FY 2023-2024 Purchasing and Year End Closing Deadlines (GF, Categorical, Grants, Ancillary/Auxiliary Funds)

In preparation for year end closing of FY23/24, please note and submit documents by the requested deadlines below and ensure all appropriate staff are notified regarding these deadlines.

For all funds, all goods and services must be received and invoiced **on or before June 30, 2024**.

Below are the deadlines and procedures for the 2023-2024 year-end fiscal closing. Please submit documents by the requested dates in order to meet the county deadlines and be properly recorded in FY 2023-2024.

DISTRICT: (General Fund, Categorical, Grant)

PURCHASE ORDER REQUESTS

The Purchase Order Requisition cutoff date for the Fiscal year 2023-24 has been established. Please help us handle the volume of purchases and associated payments effectively by starting now to schedule your year-end purchases. The last day to submit all requisitions to the Purchasing Department is as follows:

On or before March 8, 2024 for all equipment requisitions – ALL District funds

- This will ensure appropriate time for the bidding process if needed.

On or before April 26, 2024 for all supply requisitions – ALL District funds

Purchase Requisitions will not be accepted and processed by the District Purchasing Department after this date without a completed “Request to Process Late Requisitions Form” (attached) to ensure adequate time for processing and delivery of the orders before the end of the fiscal year.

Direct Payments submitted for reimbursement must also meet the criteria listed above.

EXPENDITURE TRANSFERS

Transfers should be submitted to the attention of **Rita Schulte or Veronica Garcia** in the Business Office. Budget would appreciate having your expenditure transfers submitted as soon as possible. It is very helpful to have the documents arrive in a steady stream instead of big batches. If you have a large quantity of items to transfer, please inquire about FUPLOAD, an Excel file containing line items for transfers to various accounts that can be uploaded to Banner.

On or before July 15 Expenditure transfers, including payroll transfers through the 12B/C payroll. The 12B/C payroll will be posted by **July 5th**.

On or before July 15 Expenditure transfers, including the 12A payroll, for accrual

INVOICES

Invoices should be signed and forwarded to Accounts Payable, apshare@ccd.edu, as soon as possible in order to pay them before the county cutoff.

On or before July 15 Invoices to be accrued for FY 2023-2024 before system roll and county cutoff. Those received after July 15th will post against FY 2024-2025 budgeted dollars.

PAYROLL LIABILITY SHEETS – CATEGORICAL PROGRAMS ONLY

The payroll liability sheets should only be submitted for hourly employees paid by a categorical programs or restricted funds. A separate payroll liability sheet is to be completed for each employee. The gross amount is earnings for hours worked from **June 10 through June 30, 2024** and should be rounded off to two decimal places.

A printed copy of the on-line timecard **must** be attached to the payroll liability sheet that shows the hours from **June 10 to June 30**. If the timecard is not attached, the payroll liability sheet will not be posted.

ANCILLARY: (Auxiliary, Foundation, etc.)

PURCHASE ORDER REQUESTS

On or before May 3, 2024 for all equipment requisitions – ALL funds

- All items must be received prior to June 30th

On or before May 31, 2024 for all supply requisitions – ALL funds

INVOICES

Invoices should be signed and forwarded to the Business Office as soon as possible in order to pay them.

On or before June 26 Invoices to be paid before final check run

On or before July 15 Invoices to be accrued for FY 2023-2024 Those received after July 15th will post against FY 2024-2025 budgets.

Reimbursement requests must also meet the criteria listed above.

Again, please note these are **hard deadlines**. The college must be closed on time in order for the District to finalize the process. If you have any questions, please call the Business Office. Your co-operation and attention to this is greatly appreciated.



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