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## INTEROFFICE MEMO

### Purchasing Department

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**Date:** December 16, 2010

**TO:** Vice Chancellors, College Presidents, Business Managers, District Managers, Buyers; Warehouse, Accounts Payable

**CC:** Ronald Gerhard, Vice Chancellor of Finance and Administration; Wise Allen, Chancellor

**FROM:** John Banisadr, Purchasing Compliance Manager

**SUBJECT:** Year-End Requisitions Cut Off For Fiscal Year 2010-2011

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The District Purchasing cut off date for fiscal year 2010-2011 purchases will be March 18, 2011. All purchase requisitions that have been approved by the second level manager on or before March 18, 2011 will be processed, and the Purchase Order will be sent out to the vendors. Any requisitions approved after March 18<sup>th</sup> by the second level manager (regardless of the fact the first level manager approved it by March 18<sup>th</sup>) will be automatically rejected and will have to be resubmitted the following fiscal year (2011-2012).

The March 18, 2011 is a firm date. In the past, the District has allowed some latitude for requisitions that were lost in PeopleSoft, but this has created problems for Information Technology, Purchasing, Warehouse, and Accounts Payable, and as such, there will be no exceptions. To prevent requisitions from being lost in PeopleSoft, please ensure that your staff verifies that a PO number has been generated in PeopleSoft within a couple days of generating a requisition.

This memo is being distributed three (3) months prior to the cut off date to allow for District and College staff to plan accordingly. If you elect to establish an earlier cut off date for first level manager approvals, please make sure that this date is early enough to allow for the second level manager's approval by March 18.

Exceptions: Payto and Measure A fund purchases do not have the cut off dates listed in this memo. Measure A fund purchases rollover to the new fiscal year and the Finance Department will issue a separate memo regarding the cut off dates for Paytos.

Below are additional details about the cut off date, when goods need to be received in the Warehouse, and when the last day is to order supplies from the Warehouse.

#### **Purchase Requisitions – Cut Off Date is March 18, 2011**

**Friday, March 18, 2011** is the last day to submit all “BUY” (purchase) requisitions for issuance of Purchase Orders. Please instruct your staff to:

- Generate all requisitions for their fiscal year 2010-2011 purchases, before March 18, 2011, so that the second level manager is able to approve them by March 18, 2011.
- Follow the Purchasing Policy and Procedures for obtaining the necessary quotes.
- When obtaining quotes, verify that vendors will deliver the goods by the below June 10, 2011 delivery cut off date. Indicate that delivery is required by June 10, 2011 in your requisitions, so that the vendor will see that date printed on the purchase order.

### **Warehouse Receipt – Cut Off Date is June 10, 2011**

Supplies and Equipment must be received in the District Warehouse by **Friday, June 10, 2011**.

Please note the following:

- Ensure the vendor is aware of this date and warn them that items received after this date may be sent back at the vendor's expense.
- Submit requisitions for purchases with long lead times right away so that the product can be received by June 10, 2011.
- Have all items shipped to the District Warehouse. In special cases with Purchasing's prior approval, certain items (i.e., hazardous chemicals and live specimens) may be shipped directly to the campus. In these cases, please ensure that your staff notifies the Warehouse of receipt by June 10, 2011.

### **Ordering Supplies from the District Warehouse - Cut Off Date is June 17, 2011**

The last day to order supplies from the District Warehouse is **Friday, June 17, 2011**.

- Please order enough supplies to get through the month of July 2011.
- The annual physical inventory count will take place in the District Warehouse **June 20 through June 24, 2011**; supplies will be delivered prior to physical inventory.

Note: The Warehouse will be closed during the physical inventory count.