

# SAN DIEGO MESA COLLEGE

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**DATE:** January 31, 2020

**TO:** All Managers, Department Chairs, and Supervisors

**FROM:** Lorenze Legaspi

**SUBJECT:** **2019-2020 YEAR-END CLOSING DEADLINE DATE**

As part of the annual year-end process, the campus and District are required to accurately classify all outstanding obligations. In order to accomplish this task, we have to establish year-end cut-off dates for various types of financial and budgetary transactions.

Please share this information with everyone in your department that generates Requisitions or is responsible for the expenditure of funds and budget.

The most significant dates for the campus are as follows:

**1. GENERAL FUND (1110) – Requisitions for Supplies, Services and Equipment**

1.1 Requisition submitted to the Mesa's Business Services Office (A102)

**Friday March 20, 2020**

This will insure that they will be charged to the 2019-2020 budgets.

It is important to note that regardless of when requisitions are sent/transmitted to Purchasing, they are not officially "received" by Purchasing unless there are sufficient funds in the account to cover the expenses, and all approval signatures/sign-offs are completed.

**2. GRANTS AND CONTRACTS (FUNDS 12 THROUGH 19) - Requisitions for Supplies, Services and Equipment**

2.1 Requisition submitted to the Mesa's Business Services Office (A102)

**Friday March 20, 2020**

This will insure that they will be charged to the 2019-2020 budgets.

**3. Mileage & Travel Expense Reports Submitted to the Mesa's Business Services Office (A102)**

**Friday June 19, 2020**

Claims for fiscal year 2019-2020 approved in PeopleSoft after June 26, 2020 will result in payment being made from fiscal year 18-19 funds. Claims for travel occurring on or after July 1, 2020 will be paid out your 2020-2021 budget. Travel Authorizations & Mileage Reimbursements will not roll over this year to prevent budget/accounting year mismatches.

**4. Revolving Cash Fund Reimbursement Request Submitted to the Mesa's Business Services Office (A102)**

**Monday May 22, 2020**

All Revolving & Co-Curricular Fund Reimbursements should be submitted to Mesa's Business Services Office by May 20, so they can be processed by the District Accounting Office.

**5. Stockroom Purchases**

For purchases through the Stockroom, the following dates will apply:

**5.1 Purchases (In Stock Items)**

- All purchases up to Friday, June 12, 2020 will be charged to your 2019-2020 budgets.
- For items purchased from June 15 – June 30, 2020, they will be charged against your 2020-2021 budgets.

**5.2 Purchases (Special Orders)**

- For special orders (catalog orders or items not available in the Stockroom) must be placed by March 27, 2020 and received no later than May 29, 2020 if they are to be charged to your 2019-2020 budgets.
- Items received after May 29, 2020 will be charged to your 2020-2021 budgets.

**6. Blanket Purchase Orders**

**Friday, May 15, 2020**

- Blanket PO's should be closed as early as possible and receiving completed before May 15, 2020.
- District Office will close all remaining Blanket PO's starting June 26, 2020.

**7. Site Improvement**

**Friday, March 27, 2020**

- Cut off for all Site Improvements is March 27, 2020.
- Any request received after March 27, 2020 will be held till July 1, 2020 for processing in 2020-2021.

**8. Reprographics Work**

- All reprographics work up to Friday, June 12, 2020 – they will be charged to your 2019-2020 budgets.
- For items Printed from June 15 – June 30, 2020 – they will be charged against your 2020-2021 budgets.

If there are any questions regarding these cutoff dates and deadlines, please contact Erica Garcia in Business Services at ext. 2771.