

To assist Business Services in maintaining the schedule to close the fiscal year (FY), approved Banner requisitions (REQs), change requests (COs), travel requests, and all other documents identified below, must be processed as noted on or before the deadlines stated below with any and all back-up documentation. The following due dates are being provided to help ensure delivery of goods and/or services **by June 28, 2024**.

PLEASE NOTE: The District makes no assurance that goods and/or services ordered will be received on time. Therefore, requesters are encouraged to contact their vendors to ensure timely delivery of goods and/or services. Deadline dates vary based upon the type of purchase and the funding source. Please take into consideration items that require longer lead times (i.e., furniture, custom or made-to-order equipment, etc.). **Please contact your Buyer for any procurements that require bids as these have longer lead times (~10 weeks).**

REQUIRED JUSTIFICATION: Requests needed after the deadlines noted below must be submitted with a completed Past Deadline Justification form, which can be obtained from the office of the Vice President of Administrative Services. After completing the form and obtaining approval signatures from your Department Administrators, please submit the form to the Vice President (VP) of Administrative Services for review and approval, before forwarding to the President for final approval. Once the form is fully approved, please upload the document with your request and submit for processing.

Goods and/or services received after June 28, 2024 must go to the FY24/25 budget per the Governmental Accounting Standards Board.

Please ensure there are sufficient funds prior to submitting your requisition. If funds are needed, please process a budget transfer through Self-Service Banner (myAVC). Requests submitted on a Budget Transfer Form require 3 days for processing by the Budget Analyst. Budget transfers not completed in a timely manner could delay the processing of your request.

INVOICES MUST BE FORWARDED TO ACCOUNTS_PAYABLE@AVC.EDU IMMEDIATELY UPON RECEIPT

APRIL	MAY	JUNE
<p>1</p> <p>REQs and COs using Unrestricted funds must be fully approved in Banner</p> <p>19</p> <p>REQs and COs using Restricted, Facilities, One Time Mandated Costs & Capital Outlay funds must be fully approved in Banner</p> <p>Pre-Approval Reports for 23/24 travel & budget must be submitted and approved; Requests submitted after this date may be billed to the next fiscal year</p>	<p>10</p> <p>Fully approved Revolving Cash requests</p> <p>Last day to use Standing POs</p> <p>Last day to use District Credit Cards which also includes P-Cards & Virtual Cards (Virtual cards for travel may continue to be used)</p> <p>Fully approved Auxiliary Service Requests</p> <p>Receipts for Standing PO and P/V-Card Purchases due to AP</p> <p>Last day to use Bookstore Standing POs</p> <p>Fully approved Warehouse Requisitions</p> <p>24</p> <p>24/25 purchase requests requiring June Board approval must be emailed to purchasing@avc.edu. If over the bid limit, department must submit a separate board agenda item as well.</p>	<p>17</p> <p>24/25 REQs may be created & completed once notification is sent from Business Services</p> <p>24</p> <p>24/25 REQs that require July Board approval must be fully approved in the Banner System</p> <p>28</p> <p>Goods and/or services for 23/24 requests must be received</p> <p>Expense Reports for June 2024 travel must be submitted & fully approved by June 28 or within 3 days from end of trip</p>
		<p>JULY</p> <p>5</p> <p>Invoices for 23/24 purchases due to AP</p>