

SAN DIEGO MESA COLLEGE



DATE: March 9, 2022

TO: Mesa College

FROM: Lorenze Legaspi

SUBJECT: 2021-2022 YEAR-END CLOSING DEADLINE DATES

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 Requisitions are to be submitted to Erica P. Garcia in Business Services
epgarcia@sdccd.edu by

Friday March 25, 2022

This will ensure that they will be charged to your 2021-2022 budget.

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/signoffs are completed. All requisitions over \$10,000 require 3 (three) quotes, regardless of if the item is equipment, services, or supplies.

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

2.1 Requisitions are to be submitted to the respective grant monitors Rosa Mejia rmejia@sdccd.edu, or Virginia Enriquez venrique@sdccd.edu by

Friday March 25, 2022

This will ensure that they will be charged to the 2021-2022 budgets. All requisitions over \$10,000 require 3 (three) quotes, regardless of if the item is equipment, services, or supplies.

3. **Amount Only (aka Blanket Purchase Orders)**

Friday, May 6, 2022

- Amount Only should be closed as early as possible and receiving completed before May 6, 2022.
- District Office will close all remaining Amount Only starting June 24, 2022.

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

Wednesday, June 1, 2022

Claims for fiscal year 2021-2022 approved in PeopleSoft after June 30, 2022, will result in payment being made from fiscal year 2022-2023 funds.

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

Friday, May 20, 2022

All Revolving & Co-Curricular Fund Reimbursements should be submitted to Mesa's Business Services Office by May 20, 2022, so they can be processed by the District Accounting Office.

6. **Stockroom Purchases**

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

6.1 **Purchases (In Stock Items)**

- All purchases up to Friday, June 17, 2022 will be charge to your 2021-2022 budget.
- For items purchased from June 22– June 30, 2022, will be charge to your 2022-2023 budget.

6.2 **Purchases (Special Orders) – OFFICE SOLUTIONS**

- Special orders (catalog orders or items not available in the Stockroom) must be placed by March 25, 2022, and received no later than May 31, 2022, in order to charge your 2021-2022 budget.
- Items received after May 31, 2022, will be charge to your 2022-2023 budget.

7. **Request for Service (RS) – now known as Site Improvement**

Friday, March 25, 2022

- Cut off for all Site Improvements is Friday, March 25, 2022.
- Any request received after March 25, 2022, will be held until July 1, 2022, for processing in 2022-2023.

8. **Reprographics Work**

- All reprographics work completed up to Friday, June 3, 2022, will be charged to your 2021-2022 budget.
- For items printed from June 6 – June 30, 2022, they will be charged against your 2022-2023 budget.

9. **Student Accounting**

- All deposit and disbursement requests for Fiduciary/Associated Students/Student Rep fees are due by Friday, June 10, 2022.

If there are any questions regarding these cutoff dates and deadlines, please contact Erica Garcia in Business Services at epgarcia@sdccd.edu .