

SAN DIEGO MESA COLLEGE



DATE: March 2, 2023

TO: Mesa College

FROM: Lorenze Legaspi

SUBJECT: 2022-2023 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 17, 2023

This will ensure that they will be charged to your 2022-2023 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 , Virginia Enriquez venrique@sdccd.edu , Marco Chavez mchavez@sdccd.edu, or Tram Anh Dinh tdinh@sdccd.edu by

Friday March 17, 2023

This will ensure that they will be charged to the 2022-2023 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 5, 2023

- Amount Only should be closed as early as possible and receiving completed before May 5, 2023.
- District Office will close all remaining Amount Only starting June 23, 2023.

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

Wednesday, May 31, 2023

Claims for fiscal year 2022-2023 approved in PeopleSoft after June 30, 2023, will result in payment being made from fiscal year 2023-2024 funds.

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

Friday, May 19, 2023

All Revolving & Co-Curricular Fund Reimbursements should be submitted to Mesa's Business Services Office by May 19, 2023, 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 16, 2023 will be charge to your 2022-2023 budget.
- For items purchased from June 19– June 30, 2023, will be charge to your 2023-2024 budget.

6.2 Purchases (Special Orders) – OFFICE SOLUTIONS

- Special orders (catalog orders or items not available in the Stockroom) must be placed by March 17, 2023, and received no later than May 31, 2023, in order to charge your 2022-2023 budget.
- Items received after May 31, 2023, will be charge to your 2023-2024 budget.

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

Close for fiscal year 2022-2023

- Requests will resume July 1, 2023

8. Reprographics Work

- All reprographics work completed up to Friday, June 2, 2023, will be charged to your 2022-2023 budget.
- For items printed from June 5 – June 30, 2023, they will be charged against your 2023-2024 budget.

9. Student Accounting

- All deposit and disbursement requests for Fiduciary/Associated Students/Student Rep fees are due by Friday, June 9, 2023.

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