

FY24/25 YEAR END PURCHASING CUT OFF DATES

For District Funds GENFD- Funds 11 & 12, CCDFD- Fund 33, COPFD- Funds 41 & 43
Including Child Development and Special Programs

Friday, March 28, 2025 – Bid Items*

Friday, April 18, 2025 – Equipment

Friday, April 25, 2025 – Supplies

Friday, June 13, 2025 - Graphic Impressions Work Orders

FY24/25 REQUISITIONS AND PURCHASE ORDERS:

1. Requisitions must receive final campus approval no later than close of business on the above dates to be processed against FY24/25 budgeted funds.
2. Requisitions approved after the cut off dates may be charged against FY25/26 funds.
3. PLEASE NOTE: While certain **grant agreements** require funds to be either encumbered or expended by June 30, the final year-end reporting on these contracts is more accurate if paid warrant values are used instead of purchase order values. Please make every effort to follow the cut off dates to minimize special adjustments needed for these programs after year-end. **Check agreement for fund requirements.**
4. **Prepaid expense** occurs when a purchase order is issued in the current fiscal year but payment requires funding from the next fiscal year budget or a split portion of both. If the split portion of the payment for the next fiscal year is equal to or greater than \$5,000, the expense should be charged to prepaid expense. When the prepaid budget number is used (i.e., GENFD 9220 11), the comments should be updated with the budget string to be used in FY25/26.
5. **SUMMER CLASS REQUISITIONS** should clearly show the appropriate fiscal year in the comment section for timely processing to meet classroom requirements.

FY25/26 REQUISITIONS AND PURCHASE ORDERS:

1. FY25/26 requisitions may be submitted after April 14, 2025, and must be clearly designated as FY25/26 in the comment section. The appropriate budget string for the FY25/26 year must be used. **The requisition date field must be manually input as 7/1/25. Double check that the accounting date is 7/1/25 as well.** These purchase orders will be issued by July 1. The purchase order number will be available prior to July 1 for orders that are time sensitive or for special circumstances. However, items must be received after July 1, 2025 to be charged to the FY25/26 budgets.
2. FY25/26 blanket purchase orders (BPO) or renewal contracts may be submitted after April 14, 2025 and must be clearly designated as renewal for FY25/26. Online requisitions can use the copy feature to duplicate the previous fiscal year blanket and maintenance orders then update the requisition date field to 7/1/2025 for all FY25/26 requisitions. All requisitions must reference the previous year blanket purchase order number, updated valid “from” and “to” dates, and “authorized personnel”. Indicate if the BPO or maintenance order request is new in the comments. Especially copier maintenance requisitions: Toshiba, Cannon, Riso, Caltronics and Ricoh.

For Campus Funds SCOSC- Funds 13 & 14, BANSC- Funds 71, 72, 81 & 83

1. Campus Requisitions must be received by May 30, 2025 in order to be paid against 2024-2025 budgets.

2. Graphic Impressions Work Orders charged to campus funds must be billed to the Business Services Office by June 13, 2025.

**Per Public Contract Code Section 20651, current bid limit is \$114,800 for equipment, supplies, services and maintenance (i.e., non-construction).*

**Public works projects (CUPCAA, construction) bid limit is \$75,001 (informal bid) and \$220,000 (formal bid).*

Note: Public works projects under \$75,000 require 3 CUPCAA contractor quotes.

All Public works projects must be coordinated with the Facilities Management Department.