

DATE: February 5, 2015
TO: LPC Faculty and Staff
FROM: Natasha Lang
College Administrative Services Officer
SUBJECT: Year-end Purchasing and Accounting Deadlines, Fiscal Year 2014-2015

In order to comply with deadlines established by the District office, the following are LPC campus purchasing and accounting deadlines for this year. Information about payroll deadlines will be sent separately as the year end approaches. In view of our budgetary constraints and State forecasts, we ask that you do your best to comply with these dates to assure that your goods and services are properly ordered and received and accounted for correctly.

April 1, 2015

Purchase Requisitions - Goods & Services (<\$86,500) includes grants and categorical funds that have project end dates on or before June 30, 2015.

Open Purchase Order - New or Renewals (>\$30,000 and <\$86,500)

Annual Maintenance Contracts - New or Renewals

Increases in dollar amounts for existing purchase orders must be processed via an "Adjust P.O." form (Excel document attached) by the purchasing deadline of April 1, 2015

Please note: According to the District's Administrative Rules and Procedures Manual, Section 3310 (12 C.), "purchases made in the name of the District without an authorized Purchase Order shall be considered an obligation of the person making the purchase and not an obligation of the District". Consistent with this regulation and campus communications on budget updates located on the College web page, you are asked to obtain pre-approval for purchases from the administrator in your area and to process appropriate paperwork for processing to the District purchasing department by April 1, 2015. **No out-of-pocket expenses should occur.**

June 15, 2015

Staples Orders

All items ordered from Staples must be delivered and received on or before June 30, 2015 in order to be credited to FY 14-15.

Important: In order for goods to be expensed in the current fiscal year, the District is emphasizing that all goods and services must be delivered to you on or before June 30, 2015.

Exceptions to the dates shown above require approval by the District Vice Chancellor for Business Services. Purchase requisitions received after the deadlines may otherwise have to be charged against next year's (2015-16) budgets.*

* The District Purchasing Office will begin entering orders for the new fiscal year (2015-16) on May 30, 2015. Should you wish to process orders for next year, note the fiscal year in **large print** in the comment field of the requisition "FY 2015-16". Goods or services placed on order for the new fiscal year budget will not be received prior to July 1, 2015.

If you direct that payments should be made from 2014-15 funds and those goods and services are not received before June 30, 2015 the District will record them as "pre-paid expenses" and the costs will be deducted from your 2015-16 budgets. This includes prepayments for subscriptions, memberships, and advertising.

June 22, 2015

Travel Mileage Reimbursements - All final travel claims for 2014-15 should be submitted to the College business office by this date. Travel claims after this date will be charged to 2015-16. District mileage reimbursement rates are as follows:

July 1, 2014 through December 31, 2014 --56 cents
January 1, 2015 through June 30, 2015 – 57.5 cents

Conference Reimbursements - All requests for conference reimbursement must be submitted by this date for expenses to be charged to 2014-15. If the District honors late claims, the expense will be charged to the 2015-16 fiscal year.

Thank you in advance for your assistance during year-end closing. If you have any questions, please call me at ext. 1634.

