

## FOLSOM LAKE COLLEGE BUSINESS SERVICES YEAR END/YEAR BEGIN DEADLINES

Please refer to your division deadlines, as they may be sooner

**FY21 = Current Fiscal Year 2021: 7/1/20 through 6/30/21**

**FY22 = New Fiscal Year 2022: 7/1/21 through 6/30/22**

### FY21 (Current Fiscal Year) PURCHASING – All Funds

Deadline	Item
Friday, March 26, 2021	<b>BID ITEMS:</b> <ul style="list-style-type: none"> <li>➤ Per Public Contract Code Section 20651, current bid limit is \$95,200 for equipment, supplies, services and maintenance (i.e. non-construction).</li> <li>➤ Public works projects (CUPCCAA, construction) bid limit is \$60,000 (informal bid) and \$200,000 (formal bid).</li> </ul> <p><i>Note: Public works projects under \$60,000 require 3 CUPCCAA contractor quotes. <b>All Public works projects must be coordinated with the Facilities Management Department.</b></i></p>
Friday, April 16, 2021	NEW EQUIPMENT requisitions (purchase price \$5,000 and over including shipping and tax)
Friday, April 23, 2021	NEW SUPPLY or NON-EQUIPMENT requisitions (not Blanket Purchase Order (BPO) supply transactions)
Friday, May 28, 2021	BPO SUPPLY transactions (Except Office Depot, Chevron, & some Library Materials)
Friday, June 18, 2021	BPO SUPPLY transactions - Office Depot, Limited Purchase Orders (LPO)
Wednesday, June 30, 2021	BPO SUPPLY transactions – Chevron & some Library Materials

1. All FY21 Online Requisitions (OLR) must be completed and emailed to FLC-Requisition inbox (Business Services Office) using PeopleSoft *Notify* no later than close of business on the above deadline to be processed against FY21 budgeted funds.
2. All LPOs must be completed and eMailed to Jen Taylor, taylorj@flc.losrios.edu, no later than close of business on the above deadline to be processed against FY21 budgeted funds.
3. Any Requisition/LPO received after the deadlines may be charged against FY22 funds.
4. Emergencies not meeting deadlines will be approved or denied on an individual basis and must be eMailed to the Joany Harman, harmanj@flc.losrios.edu, with a description of the emergency.
5. All FY21 requisitions submitted after 4/01/21 should have a requisition name that begins with "2021".
6. FY21 requisitions needed for a Summer class should have a requisition name that begins with "Summer 21" to ensure timely processing to meet classroom requirements.
7. Please note: the last check run of the fiscal year is Thursday, 6/17/21.
8. **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. For example, a contract that runs from May 1, 2021 through April 30, 2022 will have two months in the current fiscal year and 10 months in the new fiscal year (prepaid).
  - 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. (GENFD 9220 11/12).
  - When the prepaid budget number is used on any line in FY21, the comments should include the full FY22 budget string to be charged.

**FY22 (New Fiscal Year) PURCHASING – All Funds**

<b>Deadline</b>	<b>Item</b>
Friday, May 28, 2021	Online Requisitions for Purchase Orders needed on 7/1/21

1. All FY22 GENFD requisitions must be input as Online Requisitions.
2. FY22 Online Requisitions can be submitted starting 4/1/21 and should have a requisition name that begins with “2022”.
3. BPO or renewal contracts must reference the previous year BPO number and include authorized personnel and contract number for new fiscal year (in comment section).
4. \*\*\*Time-Saver\*\*\* Requisitions that have been input online in one year can be duplicated using the “copy from” feature when adding a new OLR. This brings all information into a new requisition, which can then be updated for the new requisition and the new fiscal year. At the very least, date will be changed to 7/1/21.
5. A confirming Purchase Order number may be available prior to July 1st for orders that are time sensitive or for special circumstances. However, if items are ordered and received prior to July 1, 2021, they must be charged to your FY21 budget.
6. Requisitions cannot be sourced to a Purchase Order without a funded budget.
7. Requisitions in budget error will not be dispatched to the vendor.

**FY21 (Current Fiscal Year) TRAVEL AUTHORIZATIONS - ALL**

<b>Deadline</b>	<b>Item</b>
Wednesday, June 30, 2021 or sooner	All TRAVEL AUTHORIZATION REIMBURSEMENT REQUESTS should be submitted no later than three (3) days after attendance at a conference or return from travel or by year-end deadline, <u>whichever is sooner</u>

1. New Travel Authorizations for FY21 or part III reimbursement requests received after deadline may be charged against FY22 budget.
2. eMailed copy of your completed and approved Travel Authorization must be received in Business Services by 6/30/21 for year-end accrual purposes.
3. eMail calises@flc.losrios.edu.
4. Please note: the last check run of the fiscal year is Thursday, 6/17/21.

**FY22 (New Fiscal Year) TRAVEL AUTHORIZATIONS - Athletics Travel/Cash Advances**

<b>Deadline</b>	<b>Item</b>
Wednesday, August 11, 2021	Fall 2021 Athletics Travel Authorizations for each Fall Sports Team
Friday, December 17, 2021	Spring 2022 Athletics Travel for each Spring Sports Team

**FY21 (Current Fiscal Year) NEW HIRES – Temporary Classified and Student Help**

<b>Deadline</b>	<b>Item</b>
Wednesday, May 12, 2021	NEW INTENTS for start date <u>before</u> 7/1/21
Wednesday, June 2, 2021	INTENT CHANGES for June 2021 payroll (paid 7/09/21)

1. New Intents received after this deadline will have a start date of 7/1/21 or after.
2. Intent changes received after this deadline will not be honored for FY21.

**FY22 (New Fiscal Year) RE-HIRES & NEW HIRES – Temporary Classified and Student Help**

<b>Deadline</b>	<b>Item</b>
Friday, May 7, 2021	INTENT FOR NEW HIRE who needs computer access on 7/1/2021
Friday, May 7, 2021	INTENT FOR REHIRE who needs computer access on 7/1/2021
Thursday, June 3, 2021	INTENT FOR REHIRE who does not need computer access but will start 7/1/21

1. Intents cannot be entered by district Human Resources (HR) unless budget is also set up.
2. Unless HR has entered the new Intent for rehire, all computer access will terminate the day after the end-date of the current intent or 6/30/21.
3. All Intents must be accompanied by appropriate paperwork or are considered incomplete.
4. During remote operations, start dates cannot be guaranteed. Please plan ahead.

Please direct any questions regarding deadlines to Joany Harman at (916) 608-6622 or [harmanj@flc.losrios.edu](mailto:harmanj@flc.losrios.edu).  
Thank you.

Updated 2/16/21