



OFFICE OF BUSINESS SERVICES

Date: March 5, 2019
To: College of Alameda
From: Mary Beth Benvenutti
RE: Year End Closing Deadlines

This year the purchasing deadlines for the General Fund Unrestricted funds are similar to that of last year. The cut-off between tangible items and services is distinguished. Friday, **April 5, 2019** will be the deadline for all Purchase Requisitions (PR) encumbering funds for **tangible items** from the Unrestricted General Fund accounts **as well as categorical/grants that do not carryover**. **There is a list at the end of this memo listing each grant and whether it carries over or not. As this is the week of spring break, make sure you get all orders in well before the deadline if you are impacted by this break in instruction.**

Thursday, **May 12, 2019** will be the cut-off date for all purchases encumbering fund for **services** from the Unrestricted General Fund accounts. Thursday, **May 12, 2019** will also be the cut-off for all other funding sources (including, but not limited to, categorical, grant programs, bonds and all other fund types). **All requisitions must be approved in PROMT and received by the Business Office by 5:00 PM on the respective dates noted above (and on the chart on the next page) or they will be denied.**

Purchases for Commencement related activities are considered an exception to these timelines. Prior approval by the District Office is not required; however, the procurement process must still be followed for these purchases.

The other exception to the purchasing cut-off is any purchase made for **Health and Safety emergencies**. As soon as these situations are identified, the manager with the budget responsibility should contact Ava Lee-Pang or me to seek approval and one of us will contact the Purchasing department to seek assistance as required.

OPEN POs: Please review all current open POs to make sure that all goods and/or services will be received **on or prior to** June 28, 2019. If it is determined that goods and /or services will not be received prior to June 28, 2019, POs should be closed or adjusted using a Request for Change Order form and initiate a fiscal year 2020 Purchase Requisition.

All invoices must be emailed **DIRECTLY** to Accounts Payable at accountspayable@peralta.edu no later than **Thursday, July 18, 2019**. PO numbers must be referenced on all invoices. Invoices for open purchase orders must be approved by the appropriate College Administrator before being forwarded to Accounts Payable. Invoices received by Accounts Payable after **Thursday, July 18, 2019** will be paid from your 2019-2020 allocations. **This is the District deadline, not an internal campus deadline. Do not submit your invoices to the CoA Business Office; submit them directly to accountspayable@peralta.edu and save your email as proof that it was submitted in a timely manner.**

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To reiterate: Invoices received by Accounts Payable after July 18, 2019, will be paid from 2019-2020 funds. Please make sure that your budget managers understand this. Exceptions can only be approved by the VCFA.

FISCAL YEAR 2020 purchase requisitions can be initiated on or after July 1, 2019.

Please anticipate any conference, travel or mileage expenses you may incur after the cut-off date and process a PR for the estimated expenses. Failure to do so will delay reimbursement.

2019 YEAR-END CLOSE TIMELINE	
Transaction	DATE
Purchasing Cut-off (Fund 01 and any categorical /grants that terminate June 30) Requisitions and Purchase Orders - Tangible Items/ Goods	April 5, 2019
Purchasing Cut-off (Fund 01 and any categorical/ grants that terminate June 30) Requisitions and Purchase Orders -Services	May 12, 2019
Purchasing Cut-off (Other Funds) Requisitions and Purchase Orders	May 12, 2019
Personnel Actions Cut-off for Summer Session	May 28, 2019
Warehouse Cut-off (Stores and Warehouses Orders)	May 31, 2019
Deposits Cut-off (Checks due to District Office)	May 28, 2019
Accounts Payable Cut-off (Invoices to District AP)	July 18, 2019
Payroll Adjustment Requests Cut-off	July 19, 2019
Journal Entries Cut-off (Expense Transfers)	July 19, 2019

KEY NOTES:

1. The dates listed above are the last processing dates for various types of transactions. If multiple steps are required before a transaction can be fully posted, you must consider all steps and ensure that the last step takes place according to the dates on that list.
2. The first budget load for FY19-20 is scheduled for Friday, May 24, 2019.
3. Personnel Action Forms (ePAFs) requesting payment for any assignments with a start date prior to July 1, 2019 must be approved by the College President (for colleges) or the Vice Chancellors (for district offices) AND submitted prior to May 28, 2019 to Human Resources. Receipt of Personnel Action Forms after this date may delay the processing of payment and delay actual payment to employee.

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4. Payroll adjustments for pay periods in fiscal year 2018-2019 must be received by the CoA Business Office prior to July 19, 2019 for processing. This deadline is necessary for the District to timely and accurately close its books. Payroll adjustments received after July 19, 2019 will be returned unprocessed.
5. Reminder: if your college receives delivery of goods, as opposed to the warehouse receiving them, please notify the **WAREHOUSE STAFF**.
6. COA projects/funds are listed below. Whether the funding source carries over is indicated for each project and/or fund. Use this legend to determine what deadlines are pertinent to the funding source. **If you do not know the number of the grant or categorical funding source, ask your ADMINISTRATOR.**

Project and/or Fund	Carry over?
Fund 01 – exception projects 1000, 1008, 3102	No
Fund 03 Fee Based	Yes
Fund 07 Bookstore revenue	Yes
Fund 10 Externally generated revenue	Yes
Fund 11 project 0035 Strong Workforce	Yes
Fund 11 project 0347 Alameda County	Yes
Fund 11 project 0980 SSSP prior year	No
Fund 11 project 1004 Federal Work Study	No
Fund 11 project 1008 Workstudy Admin All	Yes
Fund 11 project 1009 CARE	No
Fund 11 project 1010 EOPS	No
Fund 11 project 1017 Instructional Supplies	No – all unexpended funds will be reallocated
Fund 11 project 1026 BFAP	No
Fund 11 project 1051 CTE/Perkins	No
Fund 11 project 1057 CTE Transitions	No
Fund 11 project 1060 DSPP	No
Fund 11 project 1062 Workability III	No
Fund 11 project 1064 CoopED	Yes
Fund 11 project 1071 UCSF Aviation	No
Fund 11 project 1080 SSSP	Yes
Fund 11 project 1090 Equity current year	Yes
Fund 11 project 1091 Equity prior year	No
Fund 11 project 1093 CalWorks	No
Fund 11 project 1094 TANF	No
Fund 11 project 1095 Foster Youth CAFYES	No
Fund 11 project 1097 Adult Ed Block	Yes
Fund 11 project 1138 One Stop	No
Fund 11 project 1139 College to Career	No

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Fund 11 project 1087 Institutional Effectiveness	Yes
Fund 11 project 3127 Basic Skills prior year	No
Fund 11 project 3128 Basic Skills	Yes
Fund 11 project 0897 Instructional Equipment	No – all unexpended funds will be reallocated
Fund 11 project 2000 Career Pathways Trust	Yes
Fund 11 project 2033 Cal Apprenticeship	No & overspent!!
Fund 11 project 2035 Strong Workforce	Yes
Fund 11 project 2037 CTE Data Unlock	No
Fund 11 project 2041 Las Positas IDRC	No
Fund 11 project 2046 FabLab	No
Fund 11 project 2049 Zero Textbook	Yes until December 31, 2019
Fund 11 project 2051 Hungerfree Campus	Yes
Fund 11 project 2052 ECMC Emergency Aid	Yes
Fund 11 project 2057 Veterans' Resource Ctr	Yes
Fund 11 project 2059 Campus Safety	Yes
Fund 11 project 2065 CA College Promise	Yes
Fund 11 project 2071 Mental Health Services	Yes
Fund 30	Yes
Fund 63	No
Fund 71	Yes
Fund 72	Yes
Fund 81	Yes

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