



San Francisco Community College District
OFFICE OF ADMINISTRATIVE SERVICES/PURCHASING

50 FRIDA KAHLO WAY • B-712 • SAN FRANCISCO, CA 94112

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MEMORANDUM

Date: January 26th, 2024
To: All District Personnel
From: District Business Office (DBO)
Subject: Year-End Close Deadlines for Fiscal Year (FY) 2023-24 Ending June 30, 2024

The deadline to submit all Purchasing requisitions is Friday, April 5, 2024 for FY 24 purchases.

This deadline has been established to ensure **all** supplies/services/equipment ordered will be received or completed by June 30, 2024 in order to be paid using this year's fiscal funds. Items not received or services not completed by June 30, 2024 shall be paid using next fiscal year's funds starting July 1, 2024.

All requisitions for supplies, services and equipment must be received by the Purchasing Department no later than Friday, April 5, 2024. This includes requests for new PO's (Purchasing Orders), Contracts and requests for augmentations to term purchase agreements (TPs) for the remaining fiscal year.

Approvals and change requests after April 5, 2024 will be prioritized based on need, then based upon date of request. Due to audit requirements, these deadlines must be observed to assure requisitions and related payments are processed in the correct fiscal year. Therefore, late requisitions may not be processed.

Requisitions are to be submitted using myRAM. For information on how to enter on-line requisitions, policies and procedures, see the guide located on the Purchasing website at: <https://www.ccsf.edu/about-ccsf/administration/finance-and-administration/administrative-services-purchasing>

Per District Board policy, Departments are not authorized to place orders directly with vendors. Bid limits are set by law and District policy AP 8.06. Requisitions over \$3,000 will need 3 quotes or a bid by Purchasing, to comply with those policies and regulations. Please inform and update your staff and colleagues of these key dates so the District shall successfully close FY 24.

Petty cash, travel reimbursement paperwork for items purchased and travel taken before June 30, 2024 (to be charged to FY 24) should be submitted within 30 days of completion to Accounts Payable Department, but no later than July 19, 2024.

Petty cash is for emergencies only. Petty cash shall not be used as a substitute to cover purchases after the cut-off date(s). Petty cash or employee reimbursement is not an acceptable way to avoid spending cut-offs.

Direct Payment for Conference and Hotel expenses only, or travel reimbursements for events occurring before June 28, 2024 must be received by the Accounts Payable Department via email at accounts payable@ccsf.edu or at the office in Bungalow B708 no later than July 19, 2024.

The District's Travel Guidelines and forms can be found at: <https://www.ccsf.edu/about-ccsf/administration/finance-and-administration/business-services-dbo/business-services-forms>

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