Lincoln Land Community College

5250 Shepherd Road

Springfield, Illinois 62794-9256

**MEMORANDUM Purchasing**

TO: Budget Managers

FROM: Dwayne Curry

DATE: April 7, 2017

RE: End of Fiscal Year 2017

As we are rapidly approaching the end of another fiscal year, I wanted to send out a reminder to help facilitate your end of year spending. Please note the following dates:

**Last date for all significant purchases -------------------------------------------------------April 21, 2017**

* **All significant** purchases for office furniture, equipment, material, or supplies should be placed in order to insure timely delivery of order.
* An ***on-line requisition*** must be done, approved by corresponding Budget Manager(s) and Cabinet Member, with correct account number(s), and forwarded to the Purchasing Department.

**Last date Purchase Orders will be issued----------------------------------------------------May 25, 2017**

* This will be the **last day** a purchase order will be used to order anything.
* An on-line ***requisition must be completed prior to this date*** which includes approval by corresponding Budget Manager(s) and Cabinet Member, with correct account number(s) and forwarded to the Purchasing Department, **by the above date**
* That also means your budget transfer(s) should have already been submitted to the Budgeting Department, should there be a need to do that.

**Last date to order items on a Blanket Purchase Order------------------------------------May 25, 2017**

* This includes Office Max blankets

**Last date to process payments on a Blanket Purchase Order---------------------------June 14, 2017**

* All supporting documentation, invoices and Blanket Purchase order payment requests must be approved by corresponding Budget Manager(s) and Cabinet Member and submitted ***to Accounts Payable by 5:00 p.m. on the 14th.***

***Only emergency purchases will be allowed after the above dates***, and as such must have the approval of the appropriate Cabinet Member.

* Purchases will require written approval from your appropriate cabinet member ***prior to the purchase.***
* Due to audit cut off dates, unless such purchases ***are received on campus by June 30th*** the purchase ***will be charged to your FY 18 budget.***

**Grant purchases---------------------------------- above dates apply to grants ending June 30, 2017**

* For those grants that do not end on June 30, 2017, please work closely with Sarah Goodman, Rachel Patarozzi and the Purchasing Office to facilitate your purchases.