

Lincoln Land Community College
5250 Shepherd Road
Springfield, Illinois 62794-9256

MEMORANDUM

Purchasing

TO: Budget Managers
FROM: Dwayne Curry
DATE: April 8, 2016
RE: End of Fiscal Year 2016

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 major purchases -----April 22, 2016

- **Major** purchases for office furniture, equipment, material, or supplies should be placed.
- An **on-line requisition** must be done, approved by corresponding Budget Manager(s), with correct account number(s), and forwarded to the Purchasing Department.

Last date Purchase Orders will be issued-----May 26, 2016

- 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), 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 26, 2016

- This includes Office Max blankets

Last date to process payments on a Blanket Purchase Order-----June 13, 2016

- All supporting documentation, invoices and Blanket Purchase order payment request must be approved by corresponding Budget Manager(s) and submitted **to accounts payable by 5:00 p.m. on the 13th.**

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

- Purchases will require written approval from you appropriate vice president **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 17 budget.**

Grant purchases----- above dates apply to grants ending June 30, 2016

- For those grants that do not end on June 30, 2016, please work closely with Sarah Goodman, Rachel Patarozzi and the Purchasing Office to facilitate your purchases.