

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

MEMORANDUM

Purchasing

TO: Budget Managers
FROM: Holly Walton
DATE: March 15, 2021
RE: End of Fiscal Year 2021

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 9, 2021

- Purchases for office furniture, equipment, materials, or supplies that have longer lead times should be placed in order to ensure timely delivery of order. Please be aware in case of longer lead times or backorders, you may not receive your order by the June 30th deadline. In this case, you may have to pay out of FY22 funds.
- An *on-line requisition* must be done and 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 20, 2021

- 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 20, 2021

- This includes Office Depot/Staples blankets.

Last date to process payments on a Blanket Purchase Order-----June 10, 2021

- All supporting documentation, invoices and Blanket Purchase order payment requests must be approved by corresponding Budget Manager(s) and submitted *to Accounts Payable by 5:00 p.m. on the 10th.*

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

- 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 22 budget.*

Grant purchases----- above dates apply to grants ending June 30, 2021

- For those grants that do not end on June 30, 2021, please work closely with Sarah Goodman, Jeremy Bliss and the Purchasing Office to facilitate your purchases.