

## FISCAL YEAR 2024-2025 DEADLINES

### Business Services: Purchasing Deadlines

CUT-OFF DATE	DESCRIPTION	NOTES/EXPLANATION
<b>March 07, 2025</b>	Bids for any purchase(s) that exceed(s) the bid limit (\$114,800)	Due to the amount of time required by a competitive bid and the need to have items in hand by June 30, 2025, the cut-off date for bids allows sufficient time for the bid, purchasing processes, and receiving to occur. <u>Complete</u> bid specs must be received by Purchasing by the cut-off date.
<b>May 02, 2025</b>	Purchase requisitions for equipment, furniture, and supplies (tangible goods)	All items <u>must arrive</u> by June 30, 2025 in order to be expensed in the current fiscal year. <b>Items purchased but received after 6/30/25 will impact the following year's budget funds.</b> Computer equipment or software requires authorization from the IS department and may add additional time. Please plan accordingly!
<b>June 02, 2025</b>	Changes (increase/decrease) to existing POs	Requests for changes to existing POs must be received by 6/2/25. To <b>decrease</b> a PO, the <a href="#">PO Change Request Form</a> can be found on the Purchasing website. <b>Increases</b> to POs are requested via a new requisition entered into PeopleSoft, referencing the original PO number to be increased.
<b>June 06, 2025</b>	Items purchased with <b>Regular POs</b>	All items <u>must be received by June 30, 2025</u> in order to be expensed in the 2024-25 fiscal year.
<b>June 13, 2025</b>	Purchases made with <b>Open POs</b> (e.g., Amazon, Home Depot, Office Depot, etc.)	All items <u>must be received by June 30, 2025</u> in order to be expensed in the 2024-25 fiscal year. <b>Open POs do not roll from year to year.</b> A new open PO should be entered for the new fiscal year for 2025-26 purchases.
<b>June 20, 2025</b>	CalCard Purchases	CalCard charges can take 1-2 business days to post on your statement. Charges posted after the June statement period will be paid from the 2025-26 Fiscal Year budget. Remember, CalCard purchases do not encumber funds and can lead to an over-spent budget. <b>No equipment, services, or personal expenses may be charged with a CalCard.</b>
<b>June 30, 2025</b>	<b>All 2024-25 purchases must be physically received at the District in order to be charged to the current fiscal year's budget and all services must be completed by no later than 6/30/25 to be expensed in the current fiscal year.</b> <b>Any purchases or services received after June 30, 2025 will be expensed against the 2025-26 budget.</b>	
<b>July 1, 2025</b>	Purchase Order (PO) Rollovers	A <u>limited</u> number and certain types of POs that will not be fulfilled by June 30, 2025 <i>may</i> be rolled over to the new fiscal year. Unspent General Unrestricted budgets and certain Categorical funds from 2024-25 do not carry forward. <b>Note that Open POs do not roll over from year to year.</b>
<b>NOTE:</b> If you have contracts that's effective dates cross fiscal years, you must request the associated PO be rolled to the new fiscal year. This process is not automatic!		