

**Palomar Community College District
Finance and Administrative Services**

YEAR-END CLOSING DEADLINES FOR FY 2016-17

*The table below summarizes the information provided on the year-end memo.
The cut-off dates indicated below will be STRICTLY ADHERED TO:*

Action	Deadline
PURCHASING AND CONTRACTS SERVICES:	
Requisitions for goods and services requiring public bid (Amount over \$88,300)	Monday, April 03, 2017
Requisitions for public works requiring public bid (Amount over \$15,000)	Monday, April 03, 2017
Requisitions (Charged to Unrestricted Funds)	Friday, April 28, 2017
Requisitions (Charged to Restricted Funds)	Monday, May 15, 2017
June Cal-Card Statements to Chris Wick (Cal-Card charges after June 22, 2017 will be charged to FY 2018 budget)	Tuesday, July 11, 2017
All Open Purchase Orders (P.O.s) will be automatically closed	Wednesday, July 12, 2017
Requests for P.O. Rollovers Notify Sheri Wenzel, Accounting Manager, at swenzel@palomar.edu	Wednesday, July 12, 2017
FACILITIES SERVICES	
Work Requests (Emergencies with VP approval only after cut-off with written justification on form)	Friday, April 14, 2017
Applications for Use of College Facilities	Friday, June 09, 2017
FISCAL SERVICES	
Departmental Deposits (Cash/Checks/Credit Cards)	Upon Receipt
Revenue/Expense Adjustments	Friday, June 30, 2017
Budget Adjustments	Friday, June 30, 2017
Accounts Receivables/Billings to be Invoiced (Notify Paty Reyes at PREyes@palomar.edu)	Friday, July 07, 2017
Claims for Employee Travel/Mileage Reimbursements	Friday, July 07, 2017
Pay Vouchers (for non-PO goods and services)..... by 12:00 p.m.	Wednesday, July 12, 2017
Vendor Invoices for FY 2017 Purchase Orders..... by 12:00 p.m.	Wednesday, July 12, 2017
FY 2017 Final Check Run	Friday, July 14, 2017
PAYROLL:	
All Hourly Time Sheets through June 30, 2017	Monday, July 03, 2017
All Overtime and Extra Hours Reports	Monday, July 03, 2017
All Absence Reports	Monday, July 03, 2017