

IMMEDIATE ATTENTION

February 28, 2025

MEMORANDUM

TO: Cost Center Managers and Budget Authorities

FROM: Francisco Lopez, Comptroller

SUBJECT: Closing Dates, Fiscal Year ending June 30, 2025
Grants ending June 30, 2025
FCSRMC Administrative Account

MARK YOUR CALENDAR

It is time to prepare for year-end closing! Deadlines are established as indicated below in the *Schedule for Year-End Closing FY 2024/2025*. **All deadlines are firm.** Departments should begin planning ahead now to determine how each deadline impacts your area, and schedule accordingly.

IMPORTANT REMINDERS

Requisitions/Purchase Orders

- Requisitions must be **received** by the deadline (May 2), not just submitted. **All** approval levels must be completed in Workday before Purchasing receives a requisition.
- Processing times will be slower due to high volume. Priority will be given to current-expense requisitions. Requisitions will not be processed without required documentation (contracts, quotes, etc.)
- For current-expense Purchase Orders to be expensed against your 2024/2025 budget, good/services **must** be received by June 30, 2025 and the Receipt created in Workday by July 7, 2025.

Spend Authorizations/Expense Reports

Personal reimbursement is processed by Spend Authorization and Expense Report only. (The term “petty cash” is no longer used.) Reimbursement should be reserved for purchases where no other option is viable.

- All Spend Authorizations must be submitted **and approved** by May 16, 2025.
- Expense Reports must be submitted **and approved** by July 7, 2025.

Promotional/Marketing Items

Plan ahead for the design and approval of marketing items with any Santa Fe logo such as flyers, posters, promo items, table throws, etc. This includes new orders, reorders, blanket POs, line-item POs, and P-Card purchases.

- Project requests must be received by April 4, 2025
- IDBs with MarCom must be completed by April 18, 2025

Emergency Purchases

Emergency purchases are for circumstances which are outside planning control, such as equipment breakdown. **Only true emergencies will be processed outside the deadlines below.** Requests for emergency purchases must be submitted to Andy Barns in writing via e-mail with the nature of the emergency clearly stated.

Once again we look forward to working with each of you as we close out another fiscal year.

Schedule for Year-End Closing FY 2024/2025

Note: Vice Presidents may impose earlier due dates

Date	Deadline	Notes
Mar 14	2024/2025 Bids & Solicitations	Last day to submit a Requisition greater than \$65,000 for this fiscal year (2024/2025) .
Mar 14	2024/2025 Bids & Solicitations	Information is due (not a requisition) for goods/services greater than \$65,000 for next fiscal year with a July 1 start. This information will be used to generate a formal bid or quote (e.g., a contract for \$65,000 beginning July 1, 2025 will have a PO on/about July 1, 2025 but will need to go out for bid in April). Do not submit a requisition until July 1, but be sure funding for next fiscal year will be available.
Mar 31	2024/2025 Property Inventory	Last day to complete the 2024/2025 annual Property Inventory.
Apr 04	Printed Marketing Materials	Last day to submit a request to Marketing & Communications for printed marketing materials for this fiscal year (2024/2025), including reorders. This includes promotional items, table throws, flyers, banners, etc. Submit requests via sfcollege.edu/marcom .
Apr 18	Spend Authorizations for Travel (FY 2025-2026) may begin	Spend Authorizations for Travel occurring next fiscal year (July 1 or later) may be created in Workday starting today. Be sure to change the FY to 2026 when entering travel for next fiscal year.
Apr 18	ID Billings with MarCom	Last day to submit Inter-Departmental Billings (IDBs) with Marketing & Communications.
Apr 25	Purchase Order Changes	Last day to increase/decrease purchase orders ("change orders"). Email Heather Domin in Purchasing with the PO number and the change needed. <i>Note: Be sure you have sufficient balances in Spherion POs to cover projected needs through June 30, 2025.</i>
May 02	Current Expense Requisitions	Last day for Purchasing to receive requisitions using the 2024/2025 Current Expense operating budget. Requisitions for goods/services that are not physically received by June 30 will NOT carry forward or be added to your 25/26 budget. REMINDER: Requisitions must be fully approved by this date, not just submitted. Use Workday to track approval status and ensure all approvals are given by May 2.
May 02	Capital Expense Requisitions	Last day for Purchasing to receive requisitions using the 2024/2025 Capital Outlay operating budget. Only items under the bid limit or on State contract can be accommodated on this schedule. Budget will be carried forward and budgeted in the new year if items are not physically received by June 30. REMINDER: Requisitions must be fully approved by this date, not just submitted. Use Workday to track approval status and ensure all approvals are given by May 2.
May 16	Spend Authorizations for Personal Reimbursement	Last day for Accounts Payable to receive Spend Authorizations for personal reimbursement. Spend Authorizations will not be paid until the accompanying Expense Report is completed. REMINDER: Spend Authorizations must be fully approved by this date, not just submitted. Use Workday to track approval status and ensure all approvals are given by May 16.
May 30	P-Card Purchases	Last day to make procurement card (P-Card) purchases for FY 2025.
May 31	Inter-Departmental Billings	Last day to submit Inter-Departmental Billings (IDBs).
May 31	Blanket Purchase Order Use (for Goods)	Last day to make purchases using existing blanket POs for goods . (Blanket POs for services with recurring charges will continue through June 30.) You must ensure you have sufficient balances on a blanket PO before ordering. (See April 25 change order deadline.)
Jun 06	Spend Authorizations for Travel	Last day to submit Spend Authorizations for travel that will be completed by June 30, 2024. (Note that next fiscal year's travel may be entered beginning Apr 18. Be sure to change the FY when entering.)
Jun 30	Cashier Receipt Books	All pre-numbered receipt books must be turned in at the Cashier Office no later than noon. Receipt books for FY2025/2026 can be picked up starting July 1.
Jun 30	Goods and Services Receipt	Last day to physically receive goods/services paid for with this year's current expense requisitions.
Jun 30	Spherion	Last day to make purchases against Spherion blanket purchase orders.
Jul 01	2025/2026 New Requisitions	First day to create requisitions and spend authorizations against the new 2025/2026 fiscal year budget, including current and capital expense.
Jul 01	Inventoried Equipment	All inventoried equipment received before June 30 must have a Santa Fe College identification number assigned by July 1. If it does not, contact Martin Valentine.
Jul 07	2024/2025 Expense Reports	Last day to submit Expense Reports for 2024/2025 Spend Authorizations, including travel and personal reimbursement. Last day to submit Expense Reports for 2024/2025 P-Card purchases.
Jul 07	2024/2025 Receipts	Last day to submit Receipts for 2024/2025 purchase orders. This includes Spherion. If you do not have an invoice but have received items, contact Accounts Payable.
Jul 02	Load Sheets	All load sheets must be finalized. Absence Reports and Sub Pay Vouchers for the period of 6/16-6/30 must be submitted.
Jul 07	Time and absence entries, compensation changes	All time sheets and absence requests for the 6/16-6/30 period must be submitted and approved. All compensation changes (supplements, one-time payments, etc.) effective 6/16-6/30 must be approved and finalized in Workday.