

Riverside Community College District

2024/2025 Year-End

Purchasing Deadlines

Attached to this memo is the 2024/25 Year-End Purchasing Deadline calendar. This calendar is provided to allow for timely 2024/25 purchase order and Concur Travel Request processing, delivery and payment.

To avoid delays with purchase orders that must be processed this fiscal year, requisitions must be fully approved and received by the Purchasing Department, no later than April 30, 2025. Please ensure requisitions are complete and include all required information (travel notes, DIR information, authorized purchasers, etc.). Approximately 30% of requisitions received are missing required information and result in additional delays.

As a reminder, average delivery time for many supplies is approximately two (2) weeks after the purchase order is received by the supplier. Additionally, most capital equipment and purchases requiring bids require longer lead times. Please plan accordingly to account for these lead times. It is also recommended that you follow-up with vendors regarding your orders to ensure that the delivery of goods/services occur on or before June 30, 2025. Goods and services received on or after July 1, 2025, will be charged to the 2025/26 budget.

To help accurately define and process any transfers and/or accruals associated with your purchase orders or contracts, an Accrual Form has been provided. Although transfers and accruals cannot be completed until after July 1st, departments can begin reviewing and assessing their purchase orders and contracts prior to June 30th. Please use the Accrual Form to document what transfers and/or accruals need to be set up and send the form to accountspayable@rccd.edu.

Generally Accepted Accounting Principles require that all expenses be recorded in the fiscal year that goods are received or services are rendered, regardless of which fiscal year the requisition is created or the invoice is paid. This also applies to grants and categorical program expenditures, regardless of the grant ending date.

Requisitions entered after the cutoff date will need to be routed to the following for approval.

- Vice President of Business Services for the Colleges
- Area Vice Chancellor or Associate Vice Chancellor for the District Offices

Due to increased volume experienced at the end of the fiscal year, any rush requests received after the cutoff date cannot be guaranteed.

Requisitions entered after the cutoff results in:

- Backlog of requisitions causing a delay in purchase order processing
- Risk of NOT receiving your order in the current FY 2024/25
- Backlog of invoices which cause a delay in payment and risk of having vendor accounts put on hold
- Delay in year-end closing and reporting which is needed to prepare the new Fiscal Year budget

Riverside Community College District

2024/25 Year-End

Purchasing Deadlines

The following due dates are being provided to help ensure delivery of goods and/or services by June 30, 2025.

Please Note: District makes no assurance that goods ordered will be received on time. Please contact your vendor to ensure timely delivery of goods and/or services.

If you have questions or need assistance, please contact via email or phone:

ASRCCD: Nancy Dizon at X8413 or Dana Niles at X8412

Purchasing: Angela Aguilar at X8776, Melinda Chavez at X8042, Melissa Griffith at X8645 or Amanda Vazquez at X8227

Accounts Payable: Mireya Vargas at X8663, Melody Fries at X8661, Genesis Neri at X8660 or Cynthia Dixon at X8664

NOW!	Plan expenditures through the end of the year. Review requisitions that may still be pending to assure that progress is being made towards becoming a PO. Contact Purchasing for help expediting orders. Review POs for goods and/or services that have not been received and contact vendor to ensure delivery by June 30, 2025. Review remaining balances on POs. If no longer needed, contact A/P to close the PO and disencumber funds.
April 11, 2025	Last day to enter AND approve 2024/25 requisitions for capital equipment orders (6000's object code). Orders must be received by June 30, 2025, so that payment can be applied to the 2024/25 budget.
April 11, 2025	Last day to enter AND approve 2024/25 NEW OPEN purchase requisitions. Orders entered after this date must be itemized, "modify purchase requisitions."
April 21, 2025 TBD	First day to enter 2025/26 requisitions. <u>Use the drop-down menu to change the "Fiscal Year" from 2025 to 2026.</u> This is only for goods and services to be received <i>after</i> June 30, 2025. Purchasing will not release 2025/26 POs until 7/1/25.
April 30, 2025 – 5:00 PM	Last day to enter AND approve ALL OTHER 2024/25 requisitions, including increases to existing open purchase orders and Concur Travel Requests. Orders must be received by June 30, 2025, so that payment can be applied to the 2024/25 budget.
June 26, 2025 – 5:00 PM	Internal Transfer Requisitions must be fully routed through approvals and be in "approved" status.
June 26, 2025 – 5:00 PM TBD	Galaxy will be offline for year-end processing. Any 2024/25 requisitions not fully approved will automatically be canceled by Galaxy .
June 30, 2025	Goods and services received on or before June 30, 2025 , will be charged to the 2024/25 budget . Please note that we will be on a 4/10s schedule and will be closed on Fridays. <i>The 4/10s schedule is contingent upon approval of our board.</i>
July 1, 2025	Goods and services received on or after July 1, 2025 , will be charged to the 2025/26 budget . NO EXCEPTIONS!
July 1, 2025 – Noon TBD	Galaxy will be back online for 2025/26 orders ONLY .
INVOICES & REIMBURSEMENT CLAIMS - If you have questions, please contact Accounts Payable	
May 9, 2025	Last day to submit ALL expenses : Galaxy invoices, Concur expense reports, or non-travel reimbursement claims for expenses incurred through April 30th .
May 15, 2025	Review all Open Encumbrances and contact Accounts Payable with POs & contracts that can be closed.
June 6, 2025	Last day to submit ALL expenses : Galaxy invoices, Concur expense reports, or non-travel reimbursements claims for expenses incurred through May 31st .
July 7, 2025	Last Day to submit ALL expenses to Accounts Payable.
July 15, 2025	Last Day to provide transfer and accrual information to Accounts Payable. Please use attached accrual form.
ALL OTHER PURCHASES USING EXISTING POs (ORDERS PLACED BY PHONE, EMAIL, ONLINE, IN-STORE, etc.)	
If you have questions or need assistance, please contact Purchasing	
June 6, 2025	Last day to place ALL orders (except for Office Depot and Amazon). Items must be received by June 30, 2025 so that payment can be applied the 2024/25 budget. Items received on or after July 1, 2025, will be charged to the 2025/24 budget.
June 11, 2025	Last day to place Office Depot and Amazon orders. Items must be received by June 30, 2025 so that payment can be applied the 2024/25 budget. Items received on or after July 1, 2025, will be charged to the 2025/26 budget.