

DOLLARS & SENSE

The Monthly Helpful Hints Newsletter



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Purchasing deadlines fast approaching

The Purchasing cut-off dates are quickly approaching. Make sure you follow these simple, yet important instructions:

- April 16 is the cut-off date for all general fund and unrestricted account purchases.
- May 7 is the cut-off date for all other funding sources (grants, categorical funds, etc.).
- All PRs must be in Financial 2000 and approved through to the Purchasing Dept by 5:00 p.m. on the respective cut-off date.
- Your campus or site may have established earlier deadlines at their discretion. Make sure you know if they have and what they are.
- All exceptions must be reviewed and approved by the Chancellor's Cabinet.

More details can be found on our website [here](#).



Have you seen our website? Check it out today for useful information:
www.sbccd.org/businessdocs

All items must be received by June 30

Each Department holds certain responsibilities for their purchases. One of those responsibilities is following up with vendors who haven't shipped their orders. If more than a month has passed since a Purchase Order has been created and you still haven't received your materials, make sure you call the vendor to follow-up on the order. This is especially important during this time of year, because all items must be received by June 30 or the purchase will be charged to next year's budget allocations.

If the vendor claims they haven't received a PO, call June Flores or Ben Gamboa in Purchasing immediately to get a PO resent to the vendor. We can mail, fax, or even scan a copy of the PO to the vendor. Simply let us know how you would like the PO to be sent, and we'll have a PO out to the vendor within minutes—guaranteed.

Purchasing Contact Information: June ext. 4088 and Ben ext. 4089

Contracts Corner

“How do I get a contract for next fiscal year to the June 10th Board Meeting if I can't create a PR against next year's funding until June 14?”

As we prepare to start Fiscal Year 2011, we need to have certain contracts in place starting July 1. To get a contract to the June 10th Board Meeting: simply prepare a Contract Cover Sheet, write the 2011 budget number you will be using on the Cover Sheet, and send the contract to Business Services for processing. Then on June 14, sign in to Financial 2000 and create a PR to encumber funds for your contract. Contact Virginia Diggle at ext. 4085 if you have any questions.