

Colleagues:

I have attached the memo from SBCCD Business Services for your reference. It was sent to all financial 2000 users directly from fiscal services earlier this month and I believe in February as well.

**Purchase requisitions must be in financial 2000 and approved through to the SBCCD Purchasing Department by 5:00 pm on April 28.**

**Goods and services for these requisitions must be received and/or completed by June 29.**

In your PR planning, be sure to account for enough time up through each level of approval, especially if people are out of town.

**Any exceptions (emergency or critical in nature) must be submitted to the SBVC Office of Administrative Services for review and approval.**

**The SBCCD Purchasing Department will only accept requests for exceptions from the Office of Administrative Services.**

After the deadline if there is an *unforeseen* expenditure that is absolutely critical to your program and/or college operations, follow this procedure:

1. The request and justification for the exception must be in writing.
2. The request must be approved by your vice president and forwarded via email to both me and Karol Pasillas.

Right now we have about 5 weeks. Take a look at your budgets and purchasing needs and get it done ahead of time.



**Scott Stark** | Vice President

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