



DARE TO DO MORE

To: Non Tax-Levy Program Directors

From: Nancy Martinez-Palma, Finance Controller

Date: March 11, 2019

Re: **Non Tax-Levy Year End Requisitions Deadline for FY 2019**
Non Tax-Levy Year End Payment Request Deadline for FY2019

The Business Office has established the following deadlines for all **Non Tax-Levy Entities** (Alumni Association, Auxiliary Enterprises, College Association, Early Childhood Learning Center, Education Fund and Foundation):

- **Friday, April 12, 2019** is the deadline to submit **Purchase Requisitions**
- **Friday July 5, 2019** is the deadline to submit **Payment Requests and Receiving Reports**

All requisitions and payment requests submitted must provide evidence that the goods and services are received and/or rendered on/or before Thursday, June 27, 2019.

In order for an expense to be accepted and charged to the Fiscal Year 2019 budget, the related goods and services must be physically received in the College on or before Thursday, June 27, 2019. Payment Requests and Receiving Reports must be accompanied by a packing slip indicating that delivery took place on or before June 27, 2019.

If a purchase order is dated prior to June 27, 2019, but the goods and services are received after this date, the charge will be against your Fiscal Year 2020 budget.

If you have any questions or concerns please contact me at extension 5541.
Thank you for your cooperation.

Cc: Vice President, Shahir Erfan
Thomas Hladek, Executive Director of Finance and Business
Accounting Department