



Office of Business Services
Office of Procurement

April 01, 2014

MEMORANDUM

To: All Administrators and Account Managers

From: Ruby Sherman, Vice President of Finance/Chief Financial Officer
Patrick Johnson, Director of Procurement

Re: **FY2014 Collegewide Fiscal Year End Closing Notices**

Annually, the Offices of Business Services and Procurement notify the College community about financial closing processes and provides due dates for submitting materials.

Account Managers are the key to a successful fiscal closing since they ensure that: (1) the College can meet its legal, financial, and budgetary obligations; (2) that unit accounts are allocated properly and appropriate documentation is submitted timely; and (3) that the budget is accurate and consistent with financial records.

The fiscal year-end close process applies to all funds with exceptions being made for requests for essential operations. The final due date for requests for purchases of goods and services are **Friday, June 13, 2014.** Please see the attached schedule for other important year-end due dates.

Please share this information with appropriate members of your staff.

Attachments

cc: Office of Finance
Office of Procurement

FY2014 Year-End Closing
Key Actions and Due Dates

Date	Subject	Instructions
Friday April 18	<i>Purchases that require approval from the Board of Trustees</i> <i>Changes to Purchase Orders</i>	Submit purchase requisitions. (Major purchases must be reviewed by the Sr. Vice President prior to any procurement action.) To change the value of purchase orders, use a Change Order Request form available at: www.montgomerycollege.edu/procure/ .
Friday June 13	<i>All other purchases including purchases valued at less than \$10,000</i> <i>"P" Numbers</i> <i>Online Office Supplies</i> <i>Ordering Business Cards</i> <i>Purchasing Card</i>	Final submission of all FY2014 purchase requisitions. Request verbal purchase order "P" numbers for FY2014 encumbrances and immediately submit requisitions. Place online supply orders to Rudolph's for office supplies and Westland Printers for business cards. All orders for letterhead and envelopes must be placed with Sena Wiles, Purchasing Agent. All P-Card activity is suspended during the period, Friday, June 13 through Friday, June 30, 2014 .

Purchase requests received in the Office of Procurement after June 14th will be processed on or after **July 1, 2014 as an **FY2015** encumbrance.**

Please call the Office of Procurement on x75292 for additional information or visit our website at: www.montgomerycollege.edu/procure.

Please contact the AP office with invoicing and payment questions at AccountsPayable@montgomerycollege.edu, or Joanna Kong, ext. 75337.