

Office of Procurement Fiscal year 2016 Key Actions and Due Dates

Date	Subject	Instructions
Friday April 15	<i>Purchases that require approval from the Board of Trustees</i> <i>Changes to Purchase Orders</i>	Submit purchase online requisitions. <u>Requisition must be approved in Banner and reach the Procurement Office's queue by this date.</u> (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: http://www.montgomerycollege.edu/departments/procure or e-mail equivalent information.
Friday June 17	<i>All other purchases including purchases valued at less than \$10,000</i> <i>Online Office Supplies</i> <i>Ordering Business Cards</i> <i>Purchasing Card</i>	Final submission and <u>approval</u> of all FY2016 purchase online requisitions. <u>Requisitions must be approved in Banner and reach the Procurement Office's queue by this date.</u> Place online supply orders to (WB Mason) for office supplies and Formost for business cards. All orders for business cards must be placed with Sena Wiles, Purchasing Agent. All P-Card activity is suspended during the period, Friday, June 17 through Thursday, June 30, 2016.

Purchase requests received in the Office of Procurement after June 17th will be processed on **July 1, 2016 as **FY2017** encumbrances.**

Please call the Office of Procurement on x75292 for additional information or visit our website at:

<http://www.montgomerycollege.edu/departments/procure>.

Accounts Payable Office

Fiscal year 2016 Key Actions and Due Dates

Due Date	Subject	Action	Instructions
Monday April 4 & ongoing	Request for Reducing PO balance or Closing (Cancel) Purchase Orders/Encumbrances	<p><i>Review all open purchase orders for FY2016 and prior year carryover purchase orders to determine if any remaining amount can be reduced or closed.</i></p> <p><i>Use the “close encumbrance request form” (see enclosed link to retrieve the form) to request the purchase order/encumbrances that need to be closed for FY2016.</i></p> <p><i>This process should continue through June 30.</i></p>	<p>Complete the close encumbrance request form located at http://cms.montgomerycollege.edu/EDU/Department2.aspx?id=25904</p> <ul style="list-style-type: none"> ▪ Required Account Manager signature approval ▪ Detailed explanation and supporting back-up documentation (copy of contracts, PO, etc.)
Monday June 13	Request for Petty Cash Reimbursements up to \$50 and Local Travel under \$25 processed through the Cashier's Office.	<p><i>Present at the Cashier's Office for all FY2016 petty cash reimbursements up to \$50 and local travel up to \$25 by the due date to ensure transactions are recorded appropriately for FY2016</i></p>	<p>Campus Cashiers Office</p> <p>There are NO accruals of petty cash</p>
Tuesday July 5	Request for Employee Reimbursements exceeding \$50 and Local/Long Distance Travel over \$25	<p><i>Received in the Accounts Payable Office for all such reimbursements through transaction dated May 31st.</i></p> <p><i>Reimbursements for the month of June must be received by July-5th.</i></p>	<p>Accounts Payable Office</p> <p>Accounts Payable Office</p>

Due Date	Subject	Action	Instructions
<p>Monday June 13</p> <p>Friday July 1</p>	<p>Maintenance and Service Contracts</p> <p>Submit approved invoice for payment</p> <p>FY2017 Requisition</p>	<p><i>Review all maintenance and service agreements with June 30th contract end dates.</i></p> <p><i>Contact the vendor if you have not received an invoice.</i></p> <p><i>Create a new requisition to renew these contracts for FY2017.</i></p>	<p>Complete and submit online requisition for contract renew.</p>
<p>Received at AP Office by Tuesday July 5</p> <p>July 1 - July 8</p>	<p>Accruals List (A list of Goods/Services received on or before June 30 but not been paid or reimbursed)</p> <p>Continue to reconcile your accounts to ensure ALL invoices and reimbursements for FY16 are processed in the appropriate fiscal year.</p>	<p><i>Use the Accounts Payable Accrual Request Form (see enclosed link to retrieve the form) to list all items that need to be reported as accruals for FY2016. Please verify that the items being reported on this form are not showing as paid in Banner, to ensure there will be no duplication of the transaction against the department budget.</i></p>	<p>Complete the Accounts Payable Accrual Request Form located at http://cms.montgomerycollege.edu/EDU/Department2.aspx?id=25904 and email accrual form and supporting documentation attached to: AccountsPayable@montgomerycollege.edu</p> <p>In the subject line please type: FY2016 ACCRUALS</p> <ul style="list-style-type: none"> ▪ <i>Include supporting documentation (estimate, quote, picking slips, proforma invoice, contract, purchase order, etc.)</i> <p><u>IMPORTANT</u></p> <p>Forward all approved invoices and reimbursements for FY2016 purchases received by 6/30/16. If you are out on leave during this period, please ensure there is a staff person with account manager authority available to review and approve invoices</p>

Contact information for Accounts Payable related questions:

AP Mail Box: AccountsPayable@montgomerycollege.edu

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