



April 20, 2022

MEMORANDUM

To: All Administrators and Account Managers
From: Elizabeth Greaney, Chief Business/Financial Strategy Officer
Patrick Johnson, Director of Procurement
Re: **FY2022 Collegewide Fiscal Year End Closing Deadline Notice**

Attached are the fiscal year end Procurement and Financial deadlines for the year ending June 30, 2022.

Cost Center Managers: You are the key to a successful fiscal closing. Please ensure the following:

- Budget is accurate
- Expenses have been recorded in the correct fiscal year
- Staff have been informed of all deadlines listed on pages 2 and 3

IMPORTANT CHANGE/UPDATE:

Goods and services associated with FY22 **operating funds (1110, 1120, 1130, 1140, 3110, 3130)** purchase orders only, must be received by June 30, 2022. If goods or services are not received by this date, associated purchase order FY22 funds will be lost. REMINDER: This change does **NOT** apply to capital and grant-funded purchase orders.

In the case of any current fiscal year operating fund purchase orders that are not received by June 30th, those purchase orders can be rolled to the following fiscal year and charged against that fiscal year's department budget. The receipt of goods and services must be recorded within WD on a timely basis. Please ensure that all receipts are up to date and current through 30th.

Contact Information:

Department	Email	Website Address
Procurement	procure@montgomerycollege.edu	www.montgomerycollege.edu/departments/procure
Accounts Payable	accountspayable@montgomerycollege.edu	https://info.montgomerycollege.edu/offices/business-services/accounts-payable.html

Attachments



Office of Business Services Fiscal Year 2022 Key Actions and Due Dates

Date	Last Day To:	Instructions
Friday May 20	<i>Submit purchase requests that require the issuance of a bid but not Board of Trustees approval</i>	Submit requisition in Workday system, if available. REMINDER: If operating funds are being used for purchase, good or service must be received and paid for by June 30, 2022.
Friday June 10	<i>Submit all other purchase requests, including EAP, valued at \$25,000 or less</i> <i>Online Office Supplies</i> <i>Ordering Business Cards</i>	Final submission of all FY2022 requisitions are due in the Office of Procurement. Place online supply orders to Rudolph's (current contractor) for office supplies. <i>Payment by P-card is highly recommended</i> Place all orders for business cards with Chiquita Manago-Haywood, Purchasing Agent.
Friday June 17	<i>Make Purchasing Card Purchases</i>	All P-Card activity is suspended from close of business on Saturday, June 18, 2022 through Thursday, June 30, 2022
Friday June 17	<i>Submit Purchase Order Close Encumbrance Form</i>	Completed Purchase Order Close Encumbrance form must be submitted.



Office of Business Services
Fiscal Year 2022 Key Actions and Due Dates - continued

Due Date	Last Day To:	Instructions
Friday June 17	<i>Submit Employee Reimbursement Requests, including EAP Reimbursements</i> <i>Submit Direct Vendor / Independent Contractor Payments</i>	Submit Employee Reimbursement Requests via the appropriate Workday Task. Spend Authorization/ Expense Report Submit Vendor payment request via the Create Supplier Invoice Request task in Workday.

NOTE: If any department or account manager foresees difficulty in meeting the deadlines set forth above, please contact Patrick Johnson at Patrick.Johnson@montgomerycollege.edu or Darniel Dorsey at Darniel.Dorsey@montgomerycollege.edu.