**MDC 2013-14 Closing Dates**

4/25/2014 PURCHASING
REQUISITIONS $25,000 AND OVER
All Department Requisitions for the 2013-14 fiscal year totaling $25,000 or more and requiring competitive bidding must be submitted to the Purchasing Department by this date. This excludes items previously selected via RFP, ITN, or RFQ. Orders that require bids must include complete specifications and requirements. In addition, sufficient information must be provided to develop a rationale to be submitted to the College President or District Board of Trustees for approval. This deadline includes grants that expire in June, July, or August 2014.

**Exceptions:** Orders for the following items have already been approved by the Board: computers, furniture, paper, and other commodity items using State, County, District School Board, Cooperatives, or other similar contracts. These exceptions may be submitted through May 23, 2014, however, the originator must verify the use of contract pricing with the appropriate buyer prior to April 25, 2014.

ANNUAL CONTRACTS $25,000 AND OVER
Annual Requirement contracts totaling $25,000 or more to be executed prior to the close of the 2013-14 fiscal year must be submitted to the Purchasing Department by this date. Departments will be required to submit a Request for Annual Requirement form. A copy of this form is available on the Business Affairs website: https://www.mdc.edu/businessaffairs/Papers/Forms/Annual_Request.pdf

This form should be submitted with specifications needed to develop bids and a rationale to be submitted to the College President or District Board of Trustees for approval.

5/4/2014 PURCHASING
PURCHASING CARD PURCHASES
Purchasing Card transactions posted by Bank of America through the billing cycle ending May 4, 2014 will be made available for cardholder reconciliations in the 2013-14 fiscal year. Transactions posted by the bank subsequent to the May 4, 2014 statement will be reconciled in the 2014-15 fiscal year. Since credit card purchases are typically posted by the bank 2-3 business days after the transaction date, cardholders are encouraged to plan purchases for the 2013-14 fiscal year accordingly.

5/16/2014 PURCHASING
PURCHASING CARD RECONCILIATIONS
All Purchasing Card transactions posted by Bank of America through the billing cycle ending May 4, 2014 must be reconciled and posted to the General Ledger by May 16, 2014.

5/23/2014 PURCHASING
REQUISITIONS LESS THAN $25,000
All Department Requisitions for the 2013-14 fiscal year totaling less than $25,000 must be submitted to the Purchasing Department by this date. This applies to all Funds, and includes grants expiring on June 30, 2014. Campus access to Department Requisitions will be removed by 5:00 p.m. on this date.

PURCHASING CARD RECONCILIATION REPORTS
All approved Reconciliation Reports and receipts with required documentation for transactions posted through the billing cycle ending May 4, 2014 must be delivered to the Purchasing Department by 4:30 p.m. on May 23, 2014.

6/6/2014 BURSAR'S OFFICES - ALL CAMPUSES
PETTY CASH VOUCHERS
Last day to submit Petty Cash vouchers to the Bursar's Office for the 2013-14 fiscal year. In consideration of the volume of requests received, employees are urged to pick up all reimbursements as soon as notification is received.
6/13/2014 ACCOUNTS PAYABLE

DISBURSEMENT REQUESTS/TRAVEL REIMBURSEMENTS
Last day to submit Disbursement Requests and Travel Reimbursements to the Accounts Payable Department for the 2013-14 fiscal year. **Disbursement Requests/Travel Reimbursements must have all supporting documentation delivered to the Accounts Payable Department by 4:30 p.m. on this date.** Disbursement Requests and Travel Reimbursements received after this date or received without supporting documentation will be returned to the originator for re-submission in the subsequent fiscal year. Campus access to Disbursement Requests will be removed by 5:00 p.m. on this date.

INVOICES ON BLANKET ORDERS
Last day to submit invoices to the Accounts Payable Department for purchases made on Blanket Orders and Service Contracts. Any invoices received after this date will be returned to the originator for re-submission in the subsequent fiscal year. **All Blanket Orders, including Library Blankets and Service Contracts for the 2013-14 fiscal year will expire on June 30, 2014, with the exception of Fund 2 and Fund 7 orders; re-submitted payment items will be applied to the 2014-15 fiscal year.**

6/16/2014 PURCHASING

CHANGE ORDERS
First day to request changes to amounts on Blanket Orders. All requests must be made via e-mail to the appropriate Buyer, with a copy to the Purchasing Director.

6/23/2014 CENTRAL ACCOUNTING / RESTRICTED ACCOUNTS MANAGEMENT

JOURNAL ENTRIES / TRANSFER OF EXPENDITURE REQUESTS
Last day to submit Requests for Journal Entries or Transfers of Expenditures for the 2013-14 fiscal year. Original memoranda and applicable supporting documentation must be delivered to the Central Accounting or Restricted Accounts Management Departments by 4:30 p.m. on this date.

6/26/2014 BUDGET

BUDGET TRANSFERS
Last day to complete Budget Transfers for the 2013-14 fiscal year. Completed Budget Transfers are those that are posted to the General Ledger or are in the Budget Department's queue for review. **PLEASE COVER ALL DEFICITS by this date.**

ALL AREAS

ODYSSEY FINANCE SYSTEMS
Campus access to all Odyssey Finance Systems will be removed by 5:00 p.m. on this date.

6/27/2014 PURCHASING

BLANKET ORDERS CANCELLED
All Blanket Orders, including Library Blankets, and Service Contracts for the 2013-14 fiscal year, with the exception of Fund 2 and Fund 7 orders, will be cancelled.