

PURCHASING MEMORANDUM

DATE: January 12, 2024
TO: All Faculty/Staff
FROM: Purchasing
SUBJECT: PURCHASING CUT-OFF DATES

To allow sufficient time for processing and delivery of purchases during this fiscal year, the following cut-off dates have been established:

Equipment/Furniture purchases	March 29, 2024
General/Instructional supplies:	May 3, 2024
Deadline for confirming requisitions with invoices:	May 17, 2024
Last day to charge against or modify blanket order:	May 24, 2024
Last day to order Amazon/Office Depot Supplies:	May 31, 2024
Warehouse purchases: (i.e., copy paper, etc.)	June 7, 2024
Travel/mileage/reimbursement request deadline:	June 14, 2024

These dates are final. A fully approved requisition must be submitted by the deadline date to purchasing@glendale.edu. Please allow sufficient time for requisitions to be approved and routed to Purchasing by the listed cut-off dates. Exceptions will not be granted for any requisitions submitted after the deadline date.

No carryover purchase orders will be allowed at the end of the fiscal year. Carryovers are orders placed but have yet to be received at the close of the fiscal year.

Purchases not received by June 30, 2024, will be reissued and charged to the new fiscal year department funds unless the department specifies that the order is canceled and there is sufficient time to do so.

Please ensure all receipts and approved invoices are promptly forwarded to Accounts Payable/Purchasing for payment as quickly as possible.

Thank you in advance.