



# Cerritos College

Purchasing Department

Phone: 562-860-2451 Fax: 562-467-5020

www.cerritos.edu/purchasing

**MEMO TO:** Managers, Faculty, Staff, & TCC

**FROM:** Mark B. Logan, Director of Purchasing and Contract Administration

**DATE:** January 21, 2020

**SUBJECT: FY 2019-2020 YEAR-END PURCHASING DEADLINES**

---

**DEADLINE DATES:** To assist Fiscal Services and maintain the schedule to close the fiscal year (FY), approved LACOE BEST Advantage System requisitions and approved modifications (i.e., change requests) must be received by Purchasing on or before the deadline dates below with all back-up documentation.

**NOTE:** Please be advised that some grants (e.g., CTE, Perkins, etc.) may have internal deadlines that are earlier than the dates stated below. Contact your grant administrator if you have any questions.

The deadline dates vary based upon the type of purchase and the funding source. Please take into consideration items that require longer lead times (i.e., furniture, custom or made-to-order equipment, etc.).

**WAREHOUSE RECEIPT:** Purchasing must receive and accept all goods and services (as appropriate) on or before **June 30, 2020** for all procurements made this FY to be paid from **2019-2020 FY budget funds**.

**CONTACTS:** A Purchasing Point of Contact (POC) has been assigned to each division/department. Beginning March 2, 2020, your Purchasing POC will be contacting you to discuss your year-end procurements, public bid requirements, and to plan for long lead-time items. See the attached Buyer POC chart for the individual that supports your area.

**EXCEPTIONS:** Contact your Purchasing POC for emergencies and unexpected circumstances. They will assist you with questions regarding the process for emergency and unexpected requisitions, items ordered that might be received after year-end, and modifications (i.e., change requests) that may be required after the deadline dates.

**EXCEPTION JUSTIFICATION:** You will need to provide a written justification for exception requests detailing the emergency or unexpected procurement, additional funding for expedited shipping (as appropriate), and written approval from the following: (1) your Dean/Director, (2) the Vice President of the area, and (3) Vice President of Business Services.

## FY 2019-2020 YEAR-END PURCHASING DEADLINES

### **DEADLINE    DESCRIPTION OF PURCHASE AND FUNDING SOURCE**

#### **March 18 For procurements that require bids (all funding sources)**

- Requisitions for goods and services that require a public bid (Bid Limit: \$95,200)
- Requisitions for public works that require informal or formal public bid (Bid Limit: > \$60,000)

**All furniture orders and other items that require long lead times (i.e., machinery, equipment, made to order items, etc.)**

#### **April 15 Procurements NOT requiring bids - Fund Source 01.0**

- Requisitions for goods, services, and public works that DO NOT require a public bid (see above regarding bid thresholds):
  - All goods and services, including Summer Session 2020 supplies and services, under \$95,200
  - Public works projects (e.g., field contracts) \$60,000 or less

**Modifications (i.e., change requests) for POs and service agreements - Fund Source 01.0**

#### **May 15 Procurements NOT requiring bids – Fund Source 01.3, 69.0, & all 39 accounts**

- Requisitions for goods, services, and public works that DO NOT require a public bid:
  - All goods and services, including Summer Session 2020 supplies and services, under \$95,200
  - Public works projects (e.g., field contracts) \$60,000 or less

**Modifications (i.e., change requests) for POs and service agreements – Fund Source 01.3, 69.0, & all 39**

#### **June 3 Last date to order goods using an Open PO (all funding sources)**

- Open POs may not be used to buy goods after this date
  - Exception: Agreements/Open POs for services, office supplies, and Smart & Final (see below)

**Modifications (i.e., change requests) for ALL Open POs (i.e. increases and decreases)**

#### **June 15 Last date to purchase goods through office supply Open POs and Smart & Final (all funding sources)**

- Examples: Office Depot, Office Solutions, and Staples; Smart & Final
- Encumbrances must be in place by April 15 and May 15 respective to the funding source listed above

#### **June 18 Last date to order Warehouse Stock through District's stores account**

- Paper, letterhead, storage file boxes, and envelopes

**Buyer Point of Contact (POC)  
for Divisions/Departments**

<p align="center"><b>Inez Pineda</b> Ext. 2247 <a href="mailto:ipineda@cerritos.edu">ipineda@cerritos.edu</a></p>	<p align="center"><b>Ramona Mellgoza</b> Ext. 2248 <a href="mailto:rmellgoza@cerritos.edu">rmellgoza@cerritos.edu</a></p>	<p align="center"><b>Mayra Radillo</b> Ext. 2246 <a href="mailto:mradillo@cerritos.edu">mradillo@cerritos.edu</a></p>
<ul style="list-style-type: none"> <li>• Business Education</li> <li>• Humanities/Social Sciences</li> <li>• Physical Education/ Athletics</li> <li>• President/Superintendent’s Office</li> <li>• Technology (Instructional)</li> </ul> <p>Additional Duties/Areas of</p> <ul style="list-style-type: none"> <li>• BEST Project</li> <li>• Credit Card Reconciliation</li> <li>• DMV (registration/titles)</li> <li>• Fixed Asset Report</li> <li>• Fuel Card</li> <li>• PO Rollover Report/Submittal to LACOE</li> <li>• Request for Qualifications/ Request for Proposals (RFQ/RFP)</li> <li>• SpendMap</li> <li>• Stop Payment Notices</li> <li>• Vehicles</li> </ul>	<ul style="list-style-type: none"> <li>• Academic Affairs</li> <li>• Academic Affairs Vice President’s Office</li> <li>• Academic Success               <ul style="list-style-type: none"> <li>○ Library</li> </ul> </li> <li>• Admissions, Records &amp; Services</li> <li>• Advanced Transportation Technologies Projects</li> <li>• Business Services Vice President’s Office</li> <li>• Community Advancement</li> <li>• Fiscal Services</li> <li>• Health Occupations               <ul style="list-style-type: none"> <li>○ Child Development Center</li> <li>○ Culinary</li> </ul> </li> <li>• Institutional Effectiveness, Research and Planning</li> <li>• Physical Plant &amp; Construction Services</li> <li>• Purchasing</li> <li>• Student Activities (ASCC)</li> </ul> <p>Additional Duties/Areas of Responsibility:</p> <ul style="list-style-type: none"> <li>• BEST Project</li> <li>• Copiers</li> <li>• PO Rollover Report</li> <li>• Public Works Field Contracts – District</li> <li>• Public Works Field Contracts – GO Bond</li> <li>• Request for Qualifications/ Request for Proposals (RFQ/RFP)</li> <li>• Shredding Services</li> </ul>	<ul style="list-style-type: none"> <li>• Adult Education/Diversity Prgms</li> <li>• Campus Police</li> <li>• Career and Assessment Services</li> <li>• Community Education</li> <li>• Counseling Services               <ul style="list-style-type: none"> <li>○ Veteran Services</li> </ul> </li> <li>• Disabled Student Programs and Services (DSPS)</li> <li>• Ed Partnerships &amp; Prgms               <ul style="list-style-type: none"> <li>○ Pathways</li> <li>○ Teacher TRAC</li> </ul> </li> <li>• Faculty Senate</li> <li>• Fine Arts/Communications</li> <li>• Human Resources Vice President’s Office               <ul style="list-style-type: none"> <li>○ Risk Management</li> </ul> </li> <li>• Information Technology               <ul style="list-style-type: none"> <li>○ Publications</li> </ul> </li> <li>• Liberal Arts</li> <li>• Perkins</li> <li>• Public &amp; Governmental Relations</li> <li>• Science, Engineering &amp; Mathematics/STEM Grant               <ul style="list-style-type: none"> <li>○ Project Hope</li> </ul> </li> <li>• Student Health and Wellness Services</li> <li>• Student Program Services (CalWORKS/Int’l Students)</li> <li>• Student Services Vice President’s Office</li> <li>• Student Success (iFalcon)</li> <li>• Student Support Services               <ul style="list-style-type: none"> <li>○ EOPS</li> <li>○ Financial Aid</li> </ul> </li> </ul> <p>Additional Duties/Areas of Responsibility:</p> <ul style="list-style-type: none"> <li>• Amazon Reconciliation</li> <li>• BEST Project</li> <li>• PO Rollover Report</li> <li>• Request for Qualifications/ Request for Proposals (RFQ/RFP)</li> </ul>