

**To:** All Administrators and Supervisors

**From:** Pam Grey, Director of Purchasing Services  
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**Date:** February 25, 2014

**Subject:** Monitoring and Increasing FY 2013-14 Open Purchase Order Balances

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## **Important Notification – Purchasing Deadlines for FY 13-14**

Please share this memo with all staff members who monitor your budgets or enter Purchase Requisitions into Banner.

### **The deadlines to submit and approve FY 2013-14 Purchase Requisitions are:**

**Monday April 28, 2014** Requisitions for all FY 2013-14 purchases including increases to Open Orders

**Friday May 9, 2014** Requisitions for Open PO's commencing 7/1/14

In order to avoid having insufficient funds to pay for items acquired against current year Open Purchase Orders, using departments must regularly monitor the remaining balances on their Open Purchase Orders. This is especially important to do as we approach the end of the District's fiscal year. If the remaining balance on an Open Purchase Order is less than the estimated cost of purchases that are likely to be made between now and June 30, 2014, the department should promptly enter and approve a Purchase Requisition in Banner using the current transaction date. The requisition should request an increase in the amount of the Open Purchase Order that is sufficient to pay for all outstanding invoices against the Purchase Order through June 2014. Open Purchase Orders begin with EE14, HH14, JJ, or MC for Measure C. The requisition should reference the Open Purchase Order number in the document text field or item text field. Furthermore, if the Open Purchase Order is for an Independent Contractor Agreement (ICA) or Agreement for Services, the requisitioner must create a Change Order to the ICA or Agreement for Services and submit a copy of the fully executed Change Order as backup to the requisition.

**Purchase Requisitions to increase Open Purchase Order encumbrances for the 2013-2014 fiscal year must be submitted *and approved* by the following date: Monday, April 28, 2014.** This is the same date by which all other fiscal year 2013-14 Purchase Requisitions must be approved and posted in Banner.

**Any Purchase Requisition for FY 13-14 received after the established deadlines will be subject to the exceptions process as outlined in this memo.**

**See additional pages for details regarding the deadline dates indicate above.**

In order to allow sufficient time for all of the assigned approvers to approve the requisitions in Banner, requisitioners should do the following:

- Enter the requisitions to increase an Open Purchase Order into Banner no later than April 11, 2014.
- Alert the approvers so they will know they should log into Banner to approve the requisitions.
- Remind approvers that all 2013-14 requisitions must be approved no later than April 28, 2014 in order to create a reservation against the 2013-14 budget.

If you need assistance monitoring your Open Purchase Order balance, please contact the appropriate Internet Native Banner (INB) user for your campus:

Foothill College (FHC): Diana Cohn, x7253 or [cohndiana@fhda.edu](mailto:cohndiana@fhda.edu)  
Red Lucas, x7363 or [lucasred@fhda.edu](mailto:lucasred@fhda.edu)

DeAnza College (DAC): Bret Watson, x8857 or [watsonbret@fhda.edu](mailto:watsonbret@fhda.edu)

Central Services (CS): Pam Eberhardt (ETS), x6119 or [eberhardtpam@fhda.edu](mailto:eberhardtpam@fhda.edu)  
Tammy Chuong (Plant), x6140 or [chuongtammy@fhda.edu](mailto:chuongtammy@fhda.edu)  
Carol Skoog (all other), x6174 or [skoogcarol@fhda.edu](mailto:skoogcarol@fhda.edu)

Measure C FF&E: FHC, Asha Harris, x7144 or [harrisasha@fhda.edu](mailto:harrisasha@fhda.edu)  
DAC, Janet Couch-Vong, x8371 or [couchvongjanet@fhda.edu](mailto:couchvongjanet@fhda.edu)  
CS, Pam Eberhardt , x6119 or [eberhardtpam@fhda.edu](mailto:eberhardtpam@fhda.edu)

Measure C Construction: Esperanza Contreras, x6297 or [contrerasesperanza@fhda.edu](mailto:contrerasesperanza@fhda.edu)  
Tammy Chuong, x6140 or [chuongtammy@fhda.edu](mailto:chuongtammy@fhda.edu)

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**Exception Process for requisitions to increase existing Open Purchase Orders received after the Deadline Dates:**

(This process will be applied to all requisitions to increase existing EE14, HH14, JJ, or MC Open Purchase Orders for fiscal year 2013-2014 that are received after the established deadline dates in which Purchasing Services is requested to process in the current Fiscal Year)

Under certain circumstances, if the requisition is not submitted and approved by April 28, 2014 as described above, a department can request that an exception be made to the deadline. **This occurs most commonly when a purchase order amount must be increased to pay vendor or contractor invoices, the Open Purchase Order has insufficient funds to pay the invoice, and the department received the invoice from the vendor after the deadline dates established. This can also occur**

**when a change to an ICA or Agreement for Services must be ratified or approved by the Board of Trustees.**

**From April 30 through May 31, 2014:** To request an exception, the department must do the following:

- (1) Create a requisition in Banner using the current transaction date. The requisition should reference "FY 13-14" and the Open Purchase Order number in the "Comments" field. Furthermore, if the Open Purchase Order is for an Independent Contractor Agreement (ICA) or Agreement for Services, the requisitioner must create a Change Order to the ICA or Agreement for Services and have it signed by an administrator with sufficient contractual authority. The change order must be in the same dollar amount as the requested increase to the Open Purchase Order and be submitted to Purchasing Services with a copy of the requisition. The Purchasing Authority Grid that summarizes the board delegated authorities can be found on the Purchasing web site at <http://purchasing.fhda.edu/policies>.
- (2) Alert approvers to ensure that the requisition for the increase will be approved no later than June 10, 2014. (Note: the deadline to submit board items for the June 16, 2014 board of trustees meeting is June 4, 2014)
- (3) It is the Department's responsibility to ***immediately*** notify the Director of Purchasing Services in writing of the request to process a late requisition for the current Fiscal Year. The request must include the requisition number, any required backup documentation, an explanation of why the requisition was not submitted in accordance with the guidelines above, and the reasoning of the importance to process in the current fiscal year, prior to June 30, 2014. ***Do not contact Buyers directly.***
- (4) All requests to process late requisitions that are approved during this time period will be subject to review between the Director of Purchasing Services and the Vice Chancellor, Business Services.
- (5) Only late requisitions to increase FY 2013-14 Open Purchase Orders that have been approved through this process will be completed and processed before June 30, 2014.

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Please contact the Director of Purchasing Services if you have questions about any of the above.

Thank you for your cooperation.