The purpose of this document is to help us have a successful 2017-2018 fiscal year closing and to answer key questions.

Following are the definitions of several terms used throughout this memo:

- **Fiscal/Budget Year**: July 1st through June 30th
- **Closing Year/FY 2018**: July 1, 2017 through June 30, 2018
- **New Year/FY 2019**: July 1, 2018 through June 30, 2019
- **Fully Approved**: No further approvals required on the document

**WHEN TO USE A PURCHASE REQUISITION/PURCHASE ORDER AND WHEN TO DO A CHECK REQUEST**

Hartnell College uses purchase orders for most instances of procurement of goods and services. There may be some occasions where a check request may be used instead of a purchase order. However, a purchase order must be used whenever you are ordering goods or services from a vendor. This protects the vendor and Hartnell from any confusion or miscommunication.

**When can I use a check request?**

You may use a check request for the following types of expenditures:

- Memberships
- Subscriptions to magazines and newspapers
- Travel expense reports (please use travel expense form – use check request only if requesting an advance for registration)
- Employee reimbursements
- Petty cash replenishments
- Accreditation fees
- Registration fees at conferences
- To request a payment using the Hartnell College credit card (for travel related expenses, e.g., hotel, flight)

**Where do I find a check request form?**

The check request form may be found at the following link:


**Where do I send a check request form and supporting documentation?**

Check requests and the supporting documentation should be submitted to Accounts Payable in the Business Office, not the Purchasing Department.
**How soon can I expect a check request to be processed?**

Plan for three to four weeks between the time the check request is submitted to when the vendor will receive the check. This is assuming the check request and supporting documentation submitted to Accounts Payable is complete, contains appropriate signatures, and there is sufficient budget.

**When should I prepare a purchase requisition?**

You should prepare a purchase requisition any time you are ordering goods from a company or requesting services from a contractor (including independent contractors).

The purchase requisition is the first step in creating a Blanket Purchase Order (BPO) in Colleague or a regular Purchase Order (PO) in Mercury Commerce.

**When should I use Mercury Commerce, the Hartnell e-procurement system, to create a regular Purchase Order (PO)?**

Either you or your department administrative assistant will use Mercury Commerce to enter a purchase requisition for the following examples:

- Purchasing tangible goods, e.g., custodial or office supplies, classroom supplies, capital equipment.
- Purchasing services, e.g., graphic design, one-time repair.
- Food/catering – special approval required; link to approved caterers - [http://www.hartnell.edu/sites/default/files/u88/approved_food_service_vendors.pdf](http://www.hartnell.edu/sites/default/files/u88/approved_food_service_vendors.pdf)
- Cafeteria purchases are expensed using an expenditure transfer from which charges (debits) the ordering department and pays (credits) the Cafeteria.

Please contact Karen Martinez at x6997 or Joanne Ritter at x6129 if you have questions about when to use which type of document. For grants, please contact Paul Luciano at x6996 or Adrianna Magallanes at x 6125.

**PURCHASE ORDERS (PO) / BLANKET PURCHASE ORDERS (BPO)**

**Deadline to generate FY 2017-2018 Purchase/Blanket Purchase Orders** is 5:00 p.m. Friday, May 5, 2018. Office Depot supply and printing orders may be placed through Thursday May 31, 2018, before 5:00 p.m.

**Receipt of Purchase Orders**

Receive all goods and services upon delivery, including orders from Office Depot, in Mercury Commerce and forward all packing slips to Accounts Payable. Mark the date of receipt of goods on the packing slip.

Please contact Karen Martinez at x6997 with your questions concerning invoices, receiving reports (packing slips), or payments to vendors.
Fiscal Year 2017-18 Invoices

All FY2017-2018 invoices and packing slips (for goods and services received in Mercury Commerce) must be received by the Business Office by Tuesday, July 10, 2018.

FY 2017-2018 Purchase Requisitions and Purchase Orders

New year purchase requisitions may be generated beginning in the month of June. However, the corresponding purchase order number will not be provided prior to July 1. Please indicate new year Purchase Orders by writing FY 2018-2019 in the upper right hand corner above the purchase requisition number.

Blanket Purchase Orders

Blanket purchase orders for FY 2017-2018 will be closed at the end of the fiscal year, once all expenditures against the BPO are posted. New purchase orders, including blanket purchase orders, must be created for the new fiscal year. It is imperative that any orders placed on or after July 1st are against the new year purchase order number.

CHECK REQUESTS (CR)

FY 2017-2018 regular check requests and petty cash requests must include supporting documentation, and be received in Accounts Payable by Tuesday, July 10, 2018. Check requests received after the 5:00 p.m. deadline on July 10th will be charged to FY 2018-2019 budget.

New year check requests may be generated beginning Monday, July 2, 2018. Please identify new year items by marking FY 2018-2019 in the upper right hand corner of any documentation. Please contact Karen Martinez at x6997 with your questions regarding check requests.

TRAVEL EXPENSE REPORTS

For FY 2017-2018, the Business Office must receive all travel claim requests with supporting documentation no later than Tuesday, July 10, 2018. Transactions received after the 5:00 p.m. deadline on July 10th will be charged to FY 2018-2019 budget.

Please contact Jenny Santana at x6975 with your questions regarding travel expense reports.

CASH RECEIPTS

Cash Receipts (including checks and credit card payments) must be delivered to the Cashier’s Office by 4:00 p.m. on Friday, June 22, 2018. Should you have an unusual receipt circumstance or a large deposit for closing year items after this time, please call Dora Sanchez at x6951 or Suzie Payne at x6752 to discuss your options. Please contact Tina Summers or Lucy Trafton at x6998 if you have questions regarding Cash Receipts.
EXPENDITURE TRANSFER ENTRIES

Expenditure transfer entries pertaining to closing year transactions should be fully approved and turned into the Business Office by NOON on Friday, July 13, 2018.

Please contact Paul Luciano at x6983 with your questions regarding expenditure transfer entries. Contact Paul Luciano at x6996 or Adriana Magallanes with your questions regarding expenditure transfer entries for grants and contracts.

BUDGET REVISIONS AND BUDGET TRANSFERS

Closing year budget revisions and transfers must be fully approved and submitted to the Business Office by NOON on Friday, July 13, 2018. New year budget revisions and transfers may be submitted beginning Monday, July 2, 2018 for grants and categorical projects. General fund budget revisions or transfers should be submitted after September 5, 2018 once the adopted budget has been approved.

Please contact the Controller, Suzie Payne at x6752 or David Techaira at x6835, with your questions regarding budget revisions and transfers. For grant or categorical projects, contact Paul Luciano at x6996 or Adriana Magallanes at x6125.

GRANTS & CONTRACTS

All expenditure transfers affecting grants and contracts must be submitted no later than Monday, July 16, 2018 at NOON. Please review your ledgers. Be sure that all transactions are reflected. For all grants, but especially those expiring on June 30th, we need to make sure that the general ledger balances with the year-end financial reports are submitted to the agencies.

Paul Luciano and Adriana Magallanes will be available to meet individually with principal investigators/project directors if you need help reviewing the ledgers. Paul and Adriana will also contact all principal investigators/project directors to get summer schedules in case we need to contact you over the summer.
PAYROLL

Timesheets
Timesheets for the period June 11 through June 30 will be due to the department timekeepers on July 1st. Timecards must be entered into Colleague no later than 5:00 p.m. on Wednesday, July 4, 2018. Employees should turn in their timesheets in advance so that department staff has enough time to enter the data into Colleague. Pay date will be July 13, 2018 after 2:00 p.m. The purpose of this special check run is to identify all closing year payroll so that we can accrue it at June 30th.

Adjunct contracts for Summer
Adjunct contracts and complete employment packets for summer are due to Human Resources no later than 8:00 a.m. on Monday, June 2, 2018. It is especially important at year-end that this deadline be met so that Administrative Services can correctly account for pay earned through June 30th.

Please contact Dora Sanchez at x6951 or Abel Del Real at x6993 with questions regarding payroll. Contact Nora Torres at x6102, or Erika Rowe at x6177 regarding adjunct contracts and employment packets.