



**CHABOT
LAS POSITAS**
COMMUNITY COLLEGE DISTRICT

Business Services Monthly Newsletter

Summer 2020
Year-end Edition

Year-End Close Cutoff Dates by Dori Campbell

The end of the year is fast approaching. There are only seven weeks left of this fiscal year. In order to help with a smooth year-end, I would like to remind everyone of the following year-end cutoff dates.

Receipt of goods and materials for FY 2018-19 at warehouse
6/30/2020

P-Card Statements/Logs (June 22 and earlier)
7/6/20

Receiving Documents (Packing Slips) to warehouse
7/13/2020

Close Old Encumbrances
7/27/2020

Successful Year-End Close Tips

Accounts Payable

- Please write “FINAL” on final invoices that should close-out Open Purchase Orders.
- Please include your address on Disbursement Requests, Conference Expenses and Travel (mileage), since all checks are mailed.

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IMPORTANT LINKS & DEADLINES

[Payroll/HR Deadlines](#)

[Business Services
Board Item Due Date](#)

[Business Services Org
Chart](#)

[Request a Certificate of
Insurance](#)

[Setup Direct Deposit](#)

- When an invoice is received in AP without approvals, receivers, or a PO number written on the invoice, the invoice will be returned to the College Business Office/other department in order to obtain the needed information for processing. Please include approval on each invoice separately.
- Accounts Payable inquiries at year-end will be managed by Sue Tomalka (stomalka@clpccd.org). Please email Sue if you need to know the status of an invoice. Our accounts payable team is busy processing invoices.
- For goods received, forward receiving reports to the warehouse as soon as possible.



Grants

- Please review grant budgets, including encumbrances to determine whether an encumbrance should be closed. Closing any unneeded encumbrance will free up funds to be spent. Look at the Argos Open Encumbrance Report and begin to review open encumbrances for closing.
- Year-end Purchases with Amazon/Office Depot/P-Card: Amazon/Office Depot purchase deadlines are during the first half of June. Please refer to your college's year-end cut off schedule. We need to ensure that all items are received by June 30 to ensure that purchases are recorded in FY20.
- June 22 is the P-Card statement cutoff. To ensure that items are received by June 30 and that the expense is included in FY20, please order by June 22.

Accounts Receivable

- Just a friendly reminder to make sure Accounts Receivable (Pedro at pruizdecastilla@clpccd.org) is either copied on outgoing invoices or provided copies that are sent out so that receivables can be accrued for fiscal year end in a timely manner.



Procurement Cards Are a Privilege Not a Right

by Marie Hampton

The Cal Card, herein referred to as the P-Card, is a flexible procurement method for State and Local Government agencies to procure small-dollar amount purchases. The P-Card is used to streamline the purchasing process by reducing the number of purchase orders for small-dollar amount purchases.

The P-Card provides a payment mechanism for the acquisition of goods. The P-Card, however, is not a procurement approach or a method to forgo the laws, policies and procedures which govern the procurement process. Whenever possible, a purchase order should be the first method utilized to procure items. This is because a purchase order is a unilateral contract, meaning once the merchandise is shipped, the company is bound by the terms and conditions of the purchase order; whereas procurement with a credit card provides less protection to the District.

The P-Card is a great tool when used appropriately. The detriment to local agencies, however, is when it is used inappropriately. If you are unsure whether or not to procure a particular item on the P-Card or with a purchase order, please contact the Purchasing Department staff to help determine whether or not the purchase qualifies under the P-Card program.



Advantages of Direct Deposit Quick - Convenient – Green – Secure

by Kathleen Cramsey

- No paper paychecks that might get lost or damaged.
- No need to go to a bank to cash or deposit a paycheck.
- Access to earnings on payday, or sometimes even earlier.
- Direct deposits are available even if the employee is sick, on vacation or works remotely.
- Easy to divide a direct deposit among multiple accounts, which can help boost employee savings.

Please note: a voided check is no longer required to establish a direct deposit; use the *Direct Deposit form* to set up a new direct deposit and use the *Direct Deposit Change form* if you have an existing direct deposit.

The new [Direct Deposit form](#) and the new [Change Direct Deposit form](#) can be found on the Business Services website under 'forms'.

Employee Social Security Number is no longer accepted on this form.

Please use your W number which can be found on Class Web or on your pay stub.

Sample from Direct Deposit form:

SIGN BELOW and return this form to: District Office, Payroll, 7600 Dublin Boulevard, 3rd Floor, Dublin CA 94568

<input type="text"/>	<input type="text"/>
Print Name	W# (do not use SSN)
<input type="text"/>	<input type="text"/>
Position Title	Division/Office/Area Assigned
<input type="text"/>	<input type="text"/>
Signature	Date

