



May 3, 2023

## REMINDER #2

### **MEMORANDUM**

**To:** All Administrators and Cost Center/Secondary Cost Center Managers

**From:** **Office of Business Services**  
Elizabeth Greaney, Chief Business/Financial Strategy Officer  
Patrick Johnson, Director of Procurement  
Darniel Dorsey, Finance Director

**Re:** **FY2023 Collegewide Fiscal Year End Closing Deadline Notice**

---

Attached are the fiscal year end Procurement and Financial deadlines for the year ending June 30, 2023.

**Cost Center Managers/Secondary Cost Center Managers:** You are the key to a successful fiscal closing. Please ensure the following:

- Budget is accurate
- Expenses have been recorded in the correct fiscal year
- Staff have been informed of all deadlines listed on pages 2 and 3

**In addition, please share this important communication with your teams and colleagues.**

### **NEW INFORMATION:**

FY23 Operating fund purchase orders that are fully or partially received in Workday by June 30<sup>th</sup>, 2023 will remain open until associated invoices are paid. Refer to the link below for the create receipt instructions on how to properly record goods received or services rendered by June 30, 2023. All FY23 receipts must be submitted no later than July 12, 2023.

[https://info.montgomerycollege.edu/\\_documents/offices/information-technology/workday/finance-and-procurement/procurement-create-receipt-employees.pdf](https://info.montgomerycollege.edu/_documents/offices/information-technology/workday/finance-and-procurement/procurement-create-receipt-employees.pdf)

FY23 purchase orders with goods or services not received prior to June 30<sup>th</sup>, 2023, will be rolled to FY24 and expensed against the FY24 Budget.

As we look forward to FY24, when submitting requisitions for goods and services, associated quantity or dollar amount should closely align with actual goods or services to be received in FY24.

Contact Information:

Department	Email	Website Address
Procurement	<a href="mailto:procure@montgomerycollege.edu">procure@montgomerycollege.edu</a>	<a href="https://info.montgomerycollege.edu/offices/procurement/">https://info.montgomerycollege.edu/offices/procurement/</a>
Accounts Payable	<a href="mailto:accountspayable@montgomerycollege.edu">accountspayable@montgomerycollege.edu</a>	<a href="https://info.montgomerycollege.edu/offices/business-services/accounts-payable.html">https://info.montgomerycollege.edu/offices/business-services/accounts-payable.html</a>

Associated Zoom training is available on the dates and times listed below. Training sessions will include the following:

- Create Receipt
- Purchase Order Carryforward (Roll)
- FY24 Requisition Submittal (Aligning qty/dollar with actual FY purchase amount)

Date and Time:	Zoom Meeting Link:
April 20, 2023, from 10 – 11:30am	<a href="https://montgomerycollege.zoom.us/j/92310073993?pwd=OGhzUjNwaWRQayswM2d6cWsrTUhuZz09">https://montgomerycollege.zoom.us/j/92310073993?pwd=OGhzUjNwaWRQayswM2d6cWsrTUhuZz09</a>
May 17, 2023, from 2 – 3:30pm	<a href="https://montgomerycollege.zoom.us/j/96154859684?pwd=STdxaEhDUVRBZDNuMUIwVW56ODVUQT09">https://montgomerycollege.zoom.us/j/96154859684?pwd=STdxaEhDUVRBZDNuMUIwVW56ODVUQT09</a>
June 7, 2023, from 10 – 11:30am	<a href="https://montgomerycollege.zoom.us/j/97457514835?pwd=YmRLL3BrTkduUkNYdTNyQkdhL2lLUT09">https://montgomerycollege.zoom.us/j/97457514835?pwd=YmRLL3BrTkduUkNYdTNyQkdhL2lLUT09</a>

Attachments



## Office of Business Services

### Fiscal Year 2023 Key Actions and Due Dates

Date	Last Day To:	Instructions
<b>Friday April 14</b>	<i>Submit purchase requests that require the issuance of a bid, where Board of Trustees approval <b>IS</b> required</i>	Submit requisition in Workday system-  <b>REMINDER:</b> If operating funds are being used for purchase, good or service must be received by June 30, 2023.
<b>Friday May 19</b>	<i>Submit purchase requests that require the issuance of a bid, where Board of Trustees approval is <b>NOT</b> required</i>	Submit requisition in Workday system-  <b>REMINDER:</b> If operating funds are being used for purchase, good or service must be received by June 30, 2023.
<b>Wed May 31</b>	<i>Ordering Business Cards</i>	Place all orders for business cards with Chiquita Manago-Haywood, Purchasing Agent, <b>no later than May 31<sup>st</sup></b> .
<b>Friday June 9</b>	<i>Submit all other purchase requests, including EAP, valued at \$25,000 or less  Online Office Supplies</i>	Final submission of all <b>FY2023</b> requisitions  Place online supply orders to Rudolph's (current contractor) for office supplies. <i>Payment by P-card is highly recommended</i>
<b>Friday June 16</b>	<i>Make Purchasing Card Purchases</i>	All P-Card activity is suspended from close of business on <b>Saturday, June 17, 2023 through Thursday, June 30, 2023</b>
<b>Friday June 16</b>	<i>Submit Purchase Order Close Encumbrance Form</i>	Completed Purchase Order Close Encumbrance form must be submitted. Form should include purchase orders for which, there is no receipt of good or service by June 30, 2023.  <b>NOTE:</b> Please utilize the Workday "MC PO Maintenance Report – Departmental" tool to assist in reviewing your dept. purchase orders.



## Office of Business Services

### Fiscal Year 2023 Key Actions and Due Dates - continued

Due Date	Last Day To:	Instructions
<b>Wed July 12</b>	<i>Submit Employee Reimbursement Requests, including EAP Reimbursements</i>  <i>Submit Direct Vendor / Independent Contractor Payments</i>	Submit Employee Reimbursement Requests via the appropriate Workday Task. Spend Authorization/ Expense Report  Submit Vendor payment request via the Create Supplier Invoice Request task in Workday.  Record goods received or services rendered by June 30, 2023, no later than July 12, 2023.

NOTE: If any department or account manager foresees difficulty in meeting the deadlines set forth above, please contact Patrick Johnson at [Patrick.Johnson@montgomerycollege.edu](mailto:Patrick.Johnson@montgomerycollege.edu) or Darniel Dorsey at [Darniel.Dorsey@montgomerycollege.edu](mailto:Darniel.Dorsey@montgomerycollege.edu).