

Seattle Colleges Purchasing Department

Purchasing Deadlines

Fiscal Year 2022-2023

To ensure timely processing of purchasing requests for Fiscal Year 2022-2023, please submit your Purchase Requisitions to the Purchasing Department by the following dates:

➤ **Friday, March 17, 2023**

Requisitions at or over \$30,000, requiring competitive bidding process, submitted with a statement of work.

➤ **Monday, April 3, 2023**

Requisitions submitted and approved. This includes requisitions for purchases that are planned through the end of the 2022-2023 fiscal year.

Notes:

- *Purchase order purchases after this date require sign-off by a college president or chancellor. **The cutoff date for these special-approval purchases is May 1, 2023.***
- *While we are asking that all requisitions for purchases that are planned through the end of the fiscal year be submitted and received by April 3, you have until June 30 to receive your purchased items.*

➤ **Friday, June 16, 2023**

P-card purchase cutoff. P-card purchases after this date will be processed in the 2023-24 fiscal year.

➤ **Friday, June 30, 2023**

All purchased items need to be received.

➤ **Monday, July 3, 2023**

All vendor invoices submitted to accounts payable.

Please note: late submission of purchase requests for this fiscal year may end up committing funds for the next fiscal year, 2023-2024. Please plan and request early to avoid that risk.

We understand that this is a new process, and we acknowledge that it requires planning and forecasting for all requisitions for the remainder of the fiscal year. We want everyone to be successful, and we are prepared for a higher volume of requisitions in February and March to accommodate that planning work.

Thank you in advance for your cooperation.