

Modesto Junior College Year End Closing Dates 2009-2010

ALL FUNDS: FISCAL YEAR 2009/10 FINAL PROCESSING DATES

April 30*	Electronic Requisitions Requiring a Bid (> \$78,500)
May 11	Electronic Requisitions Not Requiring a Bid
May 31	Blanket Purchase Order Charges Expenditure Transfers (YTD Cost Recovery)
June 10	Warehouse Requisitions
June 17	Receiving Cutoff
June 22	<i>For all Time Worked through June 20:</i> Pay Claims
July 1	<i>For all Activity Completed on or by June 30:</i> Duplicating Print Shop Copier Facility Operations Transportation Postage Direct Payment Requests (including CDTC Live Scan) Travel Claims Cash Purchase Orders
July 13	Expenditure Transfers (Routine)
July 21	Last Check Run for 2010
July 20	VTEA Re-distribution Transfers Close Blanket Purchase Orders
July 29	Final Adjusting Entries

Year End Opening Dates 2010-2011

April 23	Submit all Fund 12's, Health Services, Food Services, Pirates Bookstore Ag Trust, ASMJC, Foundations Budget Summaries for key-entry.
May 6	New Year Preliminary Budgets in Place (Fund 11) Change Account Status from Authorized to Open.
May 10	End Users Begin Creating Requisitions in New Year.