

To: All Administrators, Supervisors, and Support Staff

Date: January 28, 2025

Subject: **Purchasing Deadlines for Fiscal Year 2024-2025**

As the fiscal year-end approaches, increased procurement activity is expected. Please follow the guidelines and deadlines outlined below to ensure timely processing of Purchase Requisitions. Accurate FOAP information and adherence to deadlines will help streamline operations. For questions, contact Purchasing Services.

1. KEY DEADLINES for completed Requisitions *(fully approved with complete back up documents)*

Purchase Type	Threshold	Board Approval	DEADLINE
Equipment, Materials, Supplies & Services			
Non-competitive quote or proposal	Less than \$10,000	No	May 2, 2025
Informal Quotes/RFQ	\$10,000 to \$114,800	No	April 4, 2025
Formal RFP*	Greater than \$114,800	Yes	March 7, 2025
Public Works, Repairs & Maintenance (CUPCAA)			
Non-competitive quote or proposal	Less than \$75,000	No	May 2, 2025
Informal Bid	\$75,000 to \$220,000	No	April 4, 2025
Formal Bid*	Greater than \$220,000	Yes	March 7, 2025
Change Orders	Based on final amount	If applicable	May 2, 2025

* **Formal BIDs/RFPs requiring Board approval** must be submitted early, especially for items with long lead times. Contact Purchasing before the specified deadlines for assistance with BIDs/RFPs.

2. IMPORTANT REMINDERS

- a. Purchase Orders with long lead times and delivery required by June 30th should factor in approval times and additional time to ensure timely receipt before year-end. Requisitions must be submitted no later than **May 2, 2025**.
- b. NEW Fiscal Year 2025-2026 Requisitions - **You must use a Banner transaction date of July 1** or later to ensure funds are allocated to the correct new fiscal year. If a Requisition is entered with a date prior to July 1 for FY 25/26, the Requisition will be cancelled by Purchasing and a new Requisition must be submitted.
- c. Prioritization - Completed and approved Requisitions received by Purchasing by the dates specified in Section 1 above will be processed in a timely manner and generally on a first-in, first-out basis.
- d. Late Requisitions - The Department is responsible for allowing sufficient time to meet the specified deadlines to ensure the timely processing of Requisitions and Change Orders. All Requisitions and Change Orders received after the deadlines will be given lower priority.

3. Requisition Setup

- a. Provide a Clear and Concise Description
 1. Enter a concise, non-technical description of the product or service on the first line of the requisition entry field.
 2. Do not start the description with "See attached" for agreements, quotes, or other backup documents.
 3. Example descriptions: Roofing Services, Fencing, HVAC, Pest Control, Dell Computers, Advertising, Software, Legal Services.
 4. Federal Grant Funds - If using federal grant funds, state this clearly in the Document Text section of the requisition. Refer to the Purchasing Website for Federal Grant Guidelines.
- b. Vendor Contact Information
 1. Include the vendor's primary contact details in the Document Text, including the email address of the contact person who should receive the purchase order.
- c. Attach Required Documentation
 1. Attach all necessary supporting documents, such as: quotes, fully executed contracts, insurance certificates (if applicable), W-9 (for new vendors), specifications, scope of services, or other supporting documentation.
 2. **NOTE:** Incomplete requisitions submitted without the required supporting documents are placed on hold, which may cause significant delays in processing of the Purchase Order. The requestor must respond promptly to the assigned Buyer's notification and provide the missing documents to avoid further delays.

4. HELPFUL LINKS:

- a. [Checking Requisition status](#)
- b. [Contracts and Forms](#)
- c. [Bid threshold](#)
- d. [Technology Purchases](#)
- e. [Procard Policies and Procedures](#)

For assistance, contact Purchasing Services at 650-949-6193, purchasing@fhda.edu, or visit the Purchasing website at: <https://purchasing.fhda.edu/>.

To resolve Requisition or FOAP issues, contact your respective campus resource below:

- De Anza College: Tina Lockwood - lockwoodtina@fhda.edu
- Foothill College: Audrey Capristo - capristoaudrey@fhda.edu

We appreciate your partnership in achieving a smooth transition into the new fiscal year. Thank you in advance for your cooperation.

Mark Hua
Director, Purchasing, Contracts, and Risk Management