

MEMORANDUM

TO: All Administrators, Supervisors, and Support Staff

FROM: Purchasing Services

DATE: February 6, 2026

SUBJECT: **PURCHASING DEADLINES FOR FISCAL YEAR 2025-2026**

As we approach the end of the fiscal year, we ask all departments to follow the purchasing deadlines and procedures outlined below. These deadlines help ensure timely processing, compliance with statutory requirements, responsible use of public funds, and a smooth year end close. Requisitions submitted after the deadlines may not be processed unless they meet a clearly defined exception. Your cooperation helps support audit requirements, avoid funding lapses, and allow the District to close the books accurately and on time.

Departments are encouraged to plan purchases well in advance by identifying needs early, obtaining vendor quotes, confirming funding availability, and allowing sufficient time for internal approvals and Purchasing review. Advance planning helps avoid last minute issues and supports efficient year end processing.

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 15, 2026
Change Orders	Based on final amount	If applicable	May 15, 2026
Informal Quotes/RFQ	\$10,000 to \$119,100	No	April 3, 2026
Formal RFP*	Greater than \$119,100	Yes	March 6, 2026
Public Works, Repairs & Maintenance (CUPCAA)			
Non-competitive quote or proposal	Less than \$75,000	No	May 15, 2026
Informal Bid	\$75,000 to \$220,000	No	April 3, 2026
Formal Bid*	Greater than \$220,000	Yes	March 6, 2026

* **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. MANDATORY COMPLIANCE – Limited Exceptions Only

a. Late Requisitions Will Be Rejected

Requisitions received after the deadlines listed above will not be processed unless they meet one or more of the following criteria:

- True emergency impacting health, safety, or legal compliance.
- Expiring grant or restricted funding that cannot be carried over.
- Unanticipated operational need essential to critical services or continuity of instruction.

An exception that does not meet the criteria above requires approval from the Director, Purchasing, Contracts, and Risk Management.

b. Insufficient Requisitions

Requisitions missing required documentation will be placed on hold until the necessary items are received. To avoid delays, departments are encouraged to respond promptly to their assigned Buyer and provide the requested documents upon notification. If no response is received after a reasonable period, the requisition may be canceled. We appreciate departments proactively following up with their Buyer to resolve outstanding items.

Meeting established deadlines is important to ensure timely processing. Requests submitted after the deadlines may not be accommodated unless a valid exception applies. Late requisitions submitted for exception review will be logged for tracking and future planning, and departments with recurring late submissions may be asked to work with Purchasing on process improvements.

3. PLANNING TIPS FOR YEAR-END SUCCESS

To avoid delays, rejected requisitions, and missed funding opportunities, departments should:

- Plan purchases early. Identify known needs as soon as possible and begin the purchasing process well in advance of deadlines.
- Contact vendors early for quotes and proposals. Do not wait until deadlines approach. Many vendors experience high volume at fiscal year-end.
- Submit complete documentation with the initial requisition. Missing quotes, contracts, insurance, or approvals will delay processing and may result in cancellation.
- Allow time for internal approvals. Departmental approvals take time and should be factored into your planning.
- Account for lead times. Equipment, technology, furniture, and specialized services often require long lead times and may involve additional approvals.
- Respond promptly to Buyer requests. Delays in responding to Purchasing will delay your order and may cause it to miss the deadline.

4. HELPFUL LINKS:

- a. [Banner SSB Purchase Requisition Manual](#)
- b. [Purchasing and Payment Approval Matrix](#)
- c. [Purchasing Documents Matrix for Goods and Services](#)
- d. [Contracts and Forms](#)
- e. [Bid threshold](#)
- f. [Technology Purchases](#)

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

We appreciate your partnership as we work toward a smooth transition into the new fiscal year. These deadlines help ensure compliance with procurement laws, audit requirements, and a timely year end close. Requests that miss established deadlines due to planning issues may not be accommodated. Thank you for your cooperation.

Mark Hua
Director, Purchasing, Contracts, and Risk Management