



DATE: January 30, 2026
TO: San Diego Mesa College Campus
FROM: Lorenze Legaspi, Vice President, Administrative Services
SUBJECT: FISCAL YEAR 2025-2026 YEAR-END DEADLINES

As part of the annual year-end closeout process, the campus and District must ensure that all financial activity is accurately recorded and that outstanding obligations are properly classified within the correct fiscal year. This is important for all funds including the General Fund, categorical and grant-funded programs. Accurate and timely recording of expenditures directly impacts budget availability, funding compliance, and our ability to maximize resources in the current year while protecting future allocations.

To support this process, deadlines are established for various financial and budgetary transactions. These deadlines help ensure that expenses are recorded timely, budgets are effectively managed, and the College's financial position is accurately represented.

Please share this information with all staff in your area who initiate requisitions, process transactions, or are responsible for the expenditure of funds and budget oversight. Key campus dates are outlined below:

MARCH 2026

DEADLINE: March 13, 2026

SITE IMPROVEMENTS (ALL FUNDS)

Site Improvement (SI) submissions aimed at completion in FY2025-26. All physical modifications, alterations, or enhancements to campus facilities or grounds, including but not limited to construction, installation, demolition, repair, or modification of building systems and infrastructure. This includes any request for quote (RFQ), request for bid (RFB), or construction activity that results in wall penetration, impacts building envelopes, life-safety systems, utilities, or fixed assets.

Please contact Jacqueline Collins, Director, Events and Facilities, if you are planning a SI for this fiscal year as soon as possible.

DEADLINE: March 15, 2026

IT SOFTWARE REQUESTS – GENERAL FUND 1110

Contact Mesa Technology for quotes to purchase software to allow time to enter a requisition by the General Fund deadline of March 30, 2026. ****All new vendors must have W 9 and supplier application form on file.**

* This also applies to purchases before June 30th needed to support summer classes.

DEADLINE: March 30, 2026

REQUISITIONS- GENERAL FUND 1110 (SUPPLIES, SERVICES, EQUIPMENT)

Requisitions are to be entered into PeopleSoft to ensure that they will be charged to the current year budget. It is important to note that regardless of when requisitions are sent/transmitted to Purchasing, they are not officially “received” by Purchasing unless there are sufficient funds in the account to cover the expenses and all approvals are completed. All requisitions over \$20,000 require 3 (three) quotes, regardless of whether the item is equipment, services, or supplies.

* This also applies to purchases before June 30th needed to support summer classes.

**This deadline applies to services such as guest lecturers and speakers.

DEADLINE: March 30, 2026

IT SOFTWARE REQUESTS – GRANTS, ENTERPRISE, AND SPECIAL FUNDS

Contact Mesa Technology for quotes to purchase software to allow time to enter a requisition by the April 14, 2026 deadline. **All new vendors must have W 9 and supplier application form on file.**

* This also applies to purchases before June 30th needed to support summer classes.

APRIL 2026

DEADLINE: April 14, 2026

REQUISITIONS- GRANTS AND CONTRACTS, ENTERPRISE, AND SPECIAL FUNDS

REQUISITIONS (FUNDS 1200–1999 AND 2000–7299)

Requisitions are to be entered into PeopleSoft to ensure that they will be charged to the current year budget. It is important to note that regardless of when requisitions are sent/transmitted to Purchasing, they are not officially “received” by Purchasing unless there are sufficient funds in the account to cover the expenses and all approvals are completed. All requisitions over \$20,000 require 3 (three) quotes, regardless of whether the item is equipment, services, or supplies.

*This applies to purchases before June 30th needed to support summer classes.

**This deadline applies to services such as guest lecturers and speakers.

***Purchase orders for food must include the denial confirmation email from catering and be submitted by this deadline.

MAY 2026

DEADLINE: May 15, 2026

REVOLVING AND CO-CURRICULAR CASH FUND REIMBURSEMENTS

All Revolving & Co-Curricular Cash Fund Reimbursements should be submitted to Mesa's Student Accounting Office, so they can be processed by the District Accounting Office and paid from the current budget.

JUNE 2026

DEADLINE: June 1, 2026

TRAVEL AUTHORIZATIONS, EXPENSE REPORTS AND MILEAGE

Travel Authorizations approved after June 12, 2026 will be paid from FY2026-27. Expense Reports including mileage not approved by June 18, 2026 will be paid from FY2026-27.

DEADLINE: June 2, 2026

PAYMENT REQUESTS (ALL FUNDS)

Non-purchase order payments for FY2025-26 need to be entered. Procuring goods/services from vendors that are not already in PeopleSoft may cause delays in the ability to pay vendors. Payment requests received after this date will be paid from the FY2026-27 budget.

DEADLINE: June 2, 2026

CALCARDS

CalCard logs must be approved and submitted to the Business Office for statements ending the third week of May 2026. Please verify funds are available in your budget before purchase **and** upon submitting your receipts. No availability of funds could delay reconciliation and the ability to process payment in the current fiscal year.

****The CalCard statement for June 2026 will be paid from the FY2026-27 budget.**

DEADLINE: June 5, 2026

STUDENT ACCOUNTING FIDUCIARY AND ASSOCIATED STUDENT REQUESTS

All deposit and disbursement requests for Fiduciary/Associated Students/Student Rep fees are due by Friday, June 5, 2026.

DEADLINE: June 12, 2026**STOCKROOM PURCHASES**

All purchases for in-stock items through this date will be charged to FY2025–26. Purchases from June 13, 2026 through June 30, 2026, will be charged to FY2026-27 budgets.

DEADLINE: June 12, 2026**REPROGRAPHICS WORK**

All reprographics work through this date will be charged to FY2025–26. Items printed from June 13, 2026 through June 30, 2026, will be charged to FY2026-27 budgets.

DEADLINE: June 15, 2026**RECEIPT OF ITEMS ORDERED**

All goods ordered during the FY2025-26 with a purchase order and physically received are to be entered as “received” in PeopleSoft. If goods are not received by June 26, 2026, a new purchase order will be needed and charged against the FY2026-27 budget.

DEADLINE: June 18, 2026**INVOICE PAYMENTS**

Goods and services must be received by June 15 to be paid in FY2025–26. Invoices should be submitted to apinvoice@sdccd.edu. Invoices with missing information or submitted after the deadline will require a new purchase order and be charged to FY2026–27 budget.

DEADLINE: June 18, 2026**BLANKET PURCHASE ORDERS (ALL FUNDS)**

Blanket Purchase Orders should be closed as early as possible and receiving completed before June 15, 2026. District Office will expire and close Blank Purchase Orders on June 26, 2026. Invoices received after this date will be paid from FY2026-27 budget and require a new purchase order.

For questions, contact Business Services at dlformesabusinessservices@sdccd.edu or Nicole Roesler at nroesler@sdccd.edu.