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TO: All Principals, Administrators, Fiscal Managers and Grant Managers
FROM: Jvanna Hanks, Assistant Superintendent of Business Services
DATE: December 1, 2020
RE: **Procurement Deadlines FY21**

March 31, 2021	Last Day for non-local/non-warehouse requisitions (no requisitions will be approved if items/services cannot be delivered by June 1, 2021)
May 14, 2021	Last Day for local and/or warehouse requisitions
June 4, 2021	ELT Approved Emergency Orders (approved items/services must be received and billed by June 23, 2021)

Most budgets should have been expended/obligated by December 31, 2020. The purpose for items/services purchased in the current fiscal year is to receive benefits in the current fiscal year. After 05/21/21, Procurement will begin to cancel orders with vendors and close Purchase Orders **unless** departments provide written documentation the orders will be delivered prior to June 1st. The ONLY exceptions to this deadline will be construction projects and textbook adoption.

Procurement will not accept or process requisitions past the stated deadline, EXCEPT for those that are determined to be of an urgent nature or emergency. The Executive Leadership Team (ELT) shall make the final determination to the nature of the emergency. The Process for requesting an emergency requisition:

- Provide a request in writing by e-mailing Jvanna Hanks at jhanks@gmcs.org that identifies the following:
 - What items/services are required
 - When need was identified
 - Reason items/services were not purchased within the procurement deadline (include when budget was made available)
 - When items/services will be received
 - When items/services will be billed
 - Any other information you feel is pertinent to the request
- You will receive a written approval or disapproval. If approved, the written approval must be uploaded with the requisition or procurement will deny your requisition.

Please contact Procurement if you have any questions regarding the deadlines.