Payments and deadlines are subject to change if new budget or spending directives are received from the N.C. Office of State Budget and Management, the Governor’s Office, the Mecklenburg County Budget Office or the College President.

Please register in Learner Web to attend the 2015 Year-End Forum of your choice:

February 20, 2015, 1-3 pm Hall 215       February 25, 2015, 9-11 am Hall 215       February 27, 2015, 2-4 pm Hall 215

Questions –
Contact: Budgets at x6698, Payroll at x6981, Accounts Payable at x6772, Procurement contact your Buyer

DEADLINES

- **February 13, 2015** – Requisitions for all funding sources totaling $10,000 or more (including tax and freight) should be submitted in order to assure processing in this fiscal year. Orders for equipment, services and supplies may require further information and processing time. Please contact your Buyer for assistance.

- **March 13, 2015** – All State and County accounts should be monitored daily and budget transfers to realign funds need to be submitted to the Budget Department.

- **March 20, 2015**
  - All Requisitions (P-Card, Fuel-Card and Non P-Card) for Blanket Orders and Purchase Orders should be entered. All available State and County funds will be frozen after this date.
    - Please note that encumbering travel is at the discretion of the Unit Vice President, however if non-encumbered travel occurs and funds are not available, the travel expenses may not be reimbursed until the next fiscal year.
  - Encumber part-time salaries.

- **April 30, 2015** – To guarantee payment in this fiscal year invoices for all goods and services purchased, regardless of funding source, should be submitted to Accounts Payable.

- **May 1, 2015** - All State and County petty cash reimbursements must be submitted. Reimbursements $25.00 or less must have sufficient budget in their departmental accounts before the Cashiers office will process the reimbursement.

- **May 14, 2015** - May P-Card charges should occur on or before this date.

- **May 28, 2015** - May P-Card statements and receipts are due to Accounts Payable.

- **June 2, 2015** - May Fuel-Card statements and receipts are due to Accounts Payable.

- **June 3, 2015**
  - If an encumbrance included an item that will not be purchased, Procurement should be notified to reduce the encumbrance and release the funds.
  - Invoices for all goods and services associated with the STATE FUNDS EXEMPTION LIST should be submitted to Accounts Payable. STATE FUNDS EXEMPTION LIST can be found on page 3.

- **June 18, 2015** - All checks payable to state and county accounts should be deposited by this date to be included in fiscal year 2015. After this date, all deposits to state and county accounts will be reflected in fiscal year 2016.

- **June 29, 2015** - All checks payable to non-state and non-county accounts should be deposited by this date to be included in fiscal year 2015. After this date, all deposits to non-state and non-county accounts will be reflected in fiscal year 2016.

- **June 30, 2015** - Account managers should contact their vendors in June to ensure invoices related to goods received and services rendered to the College prior to June 30, 2015 are received in Accounts Payable by July 15, 2015.
• **July 15, 2015** - Invoices for goods received and services rendered should be submitted to Accounts Payable. If payment is not approved for any reason, please note it on the invoice when sending to Accounts Payable.

• **After July 15, 2015** - All invoices received after July 15th should be sent to Accounts Payable immediately, even if the invoices are not approved.

*A note on the July 15 and after July 15 dates. Please adhere to these policies as invoices for goods received and services rendered prior to June 30 have a significant impact on the financial statement audit.*

1. **NON P-CARD PURCHASES**
   - E-Procurement Requisitions for Blanket Orders (BO) and Purchase Orders (PO) should be entered to encumber funds for anticipated expenses. The vendor for these expenses is the company or organization providing the goods or services.
   - General information about Procurement and E-Procurement policies can be found at the following links:
     - E-Procurement [http://www.cpcc.edu/procurement/e-procurement-1](http://www.cpcc.edu/procurement/e-procurement-1)

2. **P-CARD PURCHASES**
   - Encumber only the funds that will be expensed during this fiscal year. An itemized list must be attached to the requisition. If an itemized list is not provided, the requisition will not be transferred to a BO.
   - **Vendor #0077462 (CPCC Institution P-Card)** should be used on all P-Card requisitions. CPCC postage should also be included with P-Card requisitions. The appropriate P-Card BO number should also be referenced on P-Card reports for March, April, and May charges. June statements will be billed and paid from next year’s budget.
   - The P-Card manual can be found at the following link:

3. **FUEL-CARD PURCHASES**
   - Encumber only the funds that will be expensed during this fiscal year.
   - **Vendor #3784287 (CPCC Institution Fuel-Card)** should be used on all Fuel-Card requisitions. The appropriate Fuel-Card BO number should also be referenced on Fuel-Card reports for March, April, and May charges. June statements will be billed and paid from next year’s budget.
   - The Fuel-Card manual can be found at the following link:
STATE FUNDS EXEMPT FROM THE MARCH 20th AND APRIL 30th DEADLINES:
(State fund exceptions to deadlines: Categorical, State 112 Grants & Customized Training Projects.)

CATEGORICAL
Child Care 11-530-80-539700-41152
CT for Productivity Enhancement 11-36x-80-5xxxxx-31630
Small Business 11-363-83-5xxxxx-31605
Local Capacity Fund 11-359-80-5xxxxx-31726
Literacy 11-32x-97-5xxxxx-312xx

STATE 112 GRANTS
English Literacy/Civics 11-373-76-5xxxxx-31226
Literacy Project Ideal 11-373-75-5xxxxx-31227
Innovations in Transition 11-373-77-5xxxxx-31244
Pathways to Employment 11-373-75-5xxxxx-31294
Comprehensive Family Literacy 11-373-75-5xxxxx-31295
CTR Leadership 11-311-78-5xxxxx-32625
Minority Male Mentoring 11-510-94-5xxxxx-41174

Voc Ed 11-220-1x-5xxxxx-30922
Voc Ed Equipment 17-940-16-5xxxxx-30922

CUSTOMIZED TRAINING PROJECTS
Administrative Allowance Acct 11-422-97-5xxxxx-31629
Aplix II 11-361-80-5xxxxx-31738
Bosch Rexroth 11-361-80-5xxxxx-31745
Convergys 11-361-80-5xxxxx-31749
Huber 11-361-80-5xxxxx-31746
Invue Security 11-361-80-5xxxxx-31703
MetLife 11-361-80-5xxxxx-31752
Octapharma 11-361-80-5xxxxx-31754
Otto Environmental 11-361-80-5xxxxx-31751
Pactiv 11-361-80-5xxxxx-31739
Qualitest 11-361-80-5xxxxx-31758
Quality Custom 11-361-80-5xxxxx-31756
Siemens Phase II 11-361-80-5xxxxx-31733
Snyder Lance 11-361-80-5xxxxx-31747
SPX 11-361-80-5xxxxx-31748
Stanley Black & Decker 11-361-80-5xxxxx-31753
Regional Trainer 11-360-80-5xxxxx-31731