



MEMO

To: Administrators & Supervisors

From: Randy Chambers, Manager Facilities Services - Purchasing

Date: January 26, 2012

RE: Year End 2012 Purchasing Requisition Cut-Off Date

Administrators and Supervisors are reminded that for materials/services to be charged to the current year's budget the materials/services must be received prior to April 1, 2012 (Douglas College's 2011/12 fiscal year end is March 31, 2012).

The cut-off date for *Purchasing Requisitions* for the 2011/2012 fiscal year is **Wednesday, February 29, 2012**. *Purchasing Requisitions* received by Facilities Services – Purchasing after February 29, 2012 will be held until April 2012 and then processed in the 2012/2013 fiscal year.

If your department requires an emergency purchase during the period March 1st to March 31st please ensure that the *Purchasing Requisition* has been signed by your Vice-President. Purchasing will then make every effort to satisfy your delivery requirements.

Please circulate this information to employees in your department. We appreciate your cooperation and assistance.

Please call me at Local 5363 should you have any questions.

c- Terry Leonard

Devona Davies

Monica Rosales

Jaime Hudson

Chris Worsley

Stephanie Fraser