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**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**  
*Purchasing Services - Business Services*

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**Date:** March 2, 2026  
**To:** All District Employees  
**From:** Linda Melendez, Director, Purchasing Services  
**Subject:** Purchase Requisition Deadlines for Categorical funds

Below are the purchase requisition cut-off dates for specials projects with end dates of August 31, 2026, September 30, 2026, and December 31, 2026. While some special projects allow for receiving of supplies/equipment after the deadlines stated below, **all purchase requisitions must be entered into Colleague, approved by the administrator/manager overseeing expenditures for the special project and all supporting documentation must be received in Purchasing Services prior to the deadlines below.**

Purchasing Services highly recommends submitting purchase requisitions, including all valid supporting documentation as soon as possible and before the deadlines listed below to increase the likelihood of receiving goods prior to the receive by date for each special project, **however, there are no guarantees goods will be received timely.** For orders that cannot be delivered and received in Colleague prior to the deadlines below, the initiating department and Purchasing Services will communicate to determine the best course of action.

**Note: Any requisitions initiated after the deadlines listed below, and requisitions submitted which are incomplete prior to or by the deadline may not be processed if goods cannot be received by the special project receive by date deadlines. Late requests will not be prioritized.**

Categorical/Grant Projects to be encumbered by <b>August 31, 2026</b> , regardless of receive by date:	
COMMODITY	PR DEADLINE
All furniture as well as renovation/modification projects which require a FMR <b>(Contact your Administrative Services department to start the process)</b>	May 21, 2026
Technology Purchases (computers, laptops, tablets, AV equipment, printers, scanners, peripheral goods etc.)	May 28, 2026
All supplies, software, blanket purchase orders and services requests	July 15, 2026

Categorical/Grant Projects to be encumbered by <b>September 30, 2026</b> , regardless of receive by date:	
COMMODITY	PR DEADLINE
All furniture as well as renovation/modification projects which require a FMR <b>(Contact your Administrative Services department to start the process)</b>	June 17, 2026
Technology Purchases (computers, laptops, tablets, AV equipment, printers, scanners, peripheral goods etc.)	July 8, 2026
All supplies, software, blanket purchase orders and services requests	August 12, 2026

Categorical/Grant Projects to be encumbered by <b>December 31, 2026</b> , regardless of receive by date:	
COMMODITY	PR DEADLINE
All furniture as well as renovation/modification projects which require a FMR <b>(Contact your Administrative Services department to start the process)</b>	September 24, 2026
Technology Purchases (computers, laptops, tablets, AV equipment, printers, scanners, peripheral goods etc.)	October 8, 2026
All supplies, software, blanket purchase orders and services requests	November 12, 2026

**Do's and Don'ts Reminders**

- **Do...**
  - Begin planning for department needs through June 30<sup>th</sup> by reviewing department budgets and requesting budget changes as necessary, as soon as possible.
  - Refer to Board Policies, Administrative Regulations, and resources available on the Purchasing Services Intranet page, Fiscal Services resources and District web pages for assistance. For easy reference, below are the URLs to these resources:
    - <https://intranet.rscdd.edu/Purchasing/Pages/Forms-and-Resources.aspx>
    - <https://rscdd.edu/Departments/Fiscal-Services/Pages/Fiscal-Services-Department-Forms.aspx>
    - <https://rscdd.edu/Trustees/Pages/policies-and-regulations.aspx>
    - <https://www.rscdd.edu/Departments/BusinessServices/Pages/Contract-Management-Services.aspx>
  - Submit purchase requisitions in Colleague by the deadlines stated in this memo. A completed requisition includes funding from the appropriate GL account string; approval in Colleague by the required manager(s) per AR 6150 and by submitting to Purchasing Services all required supporting documents i.e., completed FMR, FSA or Purchase Agreement, multiple quotes which are valid, proposals, W-9, Certificates of Insurance that are valid and meet District requirements, approved VPATs, BoardDocs approval page (guide for BoardDocs backup documents located [here](#)), etc. Incomplete requisitions will not be prioritized and will not be considered received by the deadlines.
  - Refer to the Purchase Requisition and Purchase Order Status Guide to determine the status of your requisition: <https://intranet.rscdd.edu/Purchasing/Documents/StatusGuide.pdf>. Requisitions will be processed in the order received.
- **NOTE: Review Board Policy and Administrative Regulation 6330 – Purchasing, prior to initiating the procurement process.**
- **Do Not...**
  - Change the purchase requisition date in Colleague to a date before the stated deadlines when submitted late. A requisition is complete when management has finalized approvals.
  - Submit requisitions as a confirming purchase order for goods and/or services received. Confirming POs are to be submitted only for urgent requests, such as facilities related maintenance and repairs. The use of confirmation requisitions or requests for checks to make payment for goods and/or services received and submitted after the established deadlines to evade Purchasing procedures is strictly prohibited per RSCCD AR 6330 – Purchasing.
  - Purchase supplies or any equipment with personal funds/credit cards that exceed the maximum allowable amount of \$500 as detailed in AR 6330.
  - Place orders in the current fiscal year for payment in the following fiscal year. Per audit requirements, these deadlines must be observed to ensure requisitions and related payments are processed in the correct fiscal year. Late requisitions may not be processed, the later requests are received, the bigger risk to the requesting department of the request being denied, plan according to the deadlines.

If you have any questions about the process, please contact Purchasing Services [Purchasing@rscdd.edu](mailto:Purchasing@rscdd.edu).