
RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
Purchasing Services - Business Services

2323 N. Broadway
Santa Ana, CA 92706
(714) 480-7370 – Office
Email: Purchasing@rsccd.edu

Date: December 4, 2025
To: All District Classified and Management Employees
From: Linda Melendez, Director, Purchasing Services
Subject: Fiscal Year 2025/2026 Purchasing Deadlines

We have reached the mid-way point of the fiscal year which means it is time to plan for and begin processing purchase requisitions for your procurement needs through June 30, 2026. For Purchasing Services to process your requests in a timely manner, we have established the timeline below:

General Funds to be encumbered and delivered by June 30, 2026, and Categorical/Grant Projects to be encumbered by June 30, 2026, regardless of receive by date:	
COMMODITY	PR DEADLINE
All furniture as well as renovation/modification projects which require a FMR (Contact your Administrative Services department to begin the process)	February 25, 2026
Technology Purchases (computers, laptops, tablets, AV equipment, printers, scanners, peripheral goods etc.)	March 25, 2026
All supplies, software, blanket purchase orders and services requests	April 29, 2026
All purchases related to year-end celebrations, activities, and commencements	May 1, 2026

Note: Any purchase requisitions submitted after the deadlines listed above, and requisitions submitted by the deadlines, but incomplete, will be reviewed by Purchasing Services and the Vice Chancellor, Business Services. If there are exigent circumstances warranting moving these items to the processing queue, the department will be informed. Late requests approved by the Vice Chancellor which cannot be received in Colleague by the deadline of June 30, 2026, will be cancelled. Late requests will not be prioritized except in emergency circumstances. “Emergency” is defined as a sudden, unexpected occurrence that poses a clear and imminent danger, requiring immediate action to prevent or mitigate the loss or impairment of life, health, property, or essential public services. Legal reference: Public Contract Code 20656, 22002(d).

This timeline will not only assist with your planning but will allow Purchasing Services the necessary time to process purchase orders and meet budget deadlines. This memo addresses all general funds and categorical funds with an encumbrance date of June 30, 2026, regardless of receive by date.

Note the following to be charged against 2025/2026 budgets:

- All general fund purchases must be **requested, encumbered, delivered, and received in Colleague** before June 30, 2026. Purchases for goods and services received in the 2025/2026 fiscal year **must be paid for with 2025/2026 funds prior to June 30th for both general and categorical funds.**

- Categorical/grant purchases that require funds to be encumbered by a date later than June 30, 2026, will be addressed in a second deadline memo to be issued in February 2026.

We highly recommend submitting purchase requisitions, including all valid supporting documentation, as soon as possible and before the deadlines listed above to increase the likelihood of receiving orders prior to June 30, 2026, however, there are no guarantees. For purchase requisition requests received after the established deadlines that cannot be processed, goods/services delivered, and received in Colleague prior to the deadlines listed in this memo, the department will be informed, the request denied, and the requisition will be deleted in Colleague.

Do's and Don'ts Reminders

- **Do...**
 - Begin planning for department needs through June 30th 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.rscsd.edu/Purchasing/Pages/Forms-and-Resources.aspx>
 - <https://rscsd.edu/Departments/Fiscal-Services/Pages/Fiscal-Services-Department-Forms.aspx>
 - <https://rscsd.edu/Trustees/Pages/policies-and-regulations.aspx>
 - <https://www.rscsd.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.rscsd.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@rscsd.edu.