

# GRANT DEADLINES

## For Ordering Supplies:

March 2, 2018	ALL vendor requisitions (RQ10)
March 30, 2018	ALL Office Depot, Gateway & Warehouse
April 13, 2018	ALL non-standards (PO20) (Includes orders to Dell)
	ALL RQ10 – Receive merchandise or cancel Backorders Invoices paid or invoice in AP to pay Close PO's
	ALL Journal Entry's for Grant Funds

**Memberships and Subscriptions must begin and end within the grant year.**

**ORDERS SENT FOR APPROVAL AND RECEIVED AFTER ANY OF THE DEADLINES ABOVE WILL BE RETURNED!**

**May 4, 2018**      **ALL purchase orders must be received or canceled, receiving reports done and check to see that all invoices have actually been paid! Anything that is left open will be closed and invoices not paid will have to be paid from campus/department funds.**  
**You must have the merchandise before entering a receiver in Lawson.**

**IF YOU FAIL TO CLOSE OUT YOUR PO20'S AND RQ10'S COMPLETELY AND FIND SOMETHING STILL HAS TO BE PAID AFTER THE GRANT ENDS, IT WILL HAVE TO BE PAID FROM YOUR CAMPUS/DEPARTMENT FUNDS!**

## Employee Travel:

**Employee travel out of the district, reimbursement to be turned in within ten (10) days after returning from the trip.**

**Employee in-district mileage to be turned in by the dates below or before the grant end date.**

- **January 31<sup>st</sup> – for the first semester**
- **July 31<sup>st</sup> – for the second semester**
- **August 15<sup>th</sup> – for summer semester**