

Request to Process Requisition after Established Deadline

Requisition#: _____

For Fiscal Use Only: Unavoidable _____

Avoidable _____

INSTRUCTIONS: In extremely rare situations, a late requisition will be accepted. In those situations, this form **must** be attached to the late requisition.

- ☐ Emergency Repair ☐ Bond/Capital Outlay/Schedule Maintenance ☐ Grant Funding/Expenditure Deadline-Related
☐ Spring Event

Requestor Information

Name: _____

Position: _____

Department: _____

Phone Number: _____

Email Address: _____

Description of Requisition and items:

Justification: Why is the requisition submitted after the deadline date? Please explain in detail.

Why can't this requisition be deferred until **July 1, 2025**?

Financial Information

1. Total Amount of requisition: \$ _____
2. Budget (Banner)#: _____
3. Anticipated amount to be invoiced before May 31, 2025? _____
4. Anticipated amount to be invoiced after May 31, 2025? _____
5. Anticipated date items will be received in Banner _____

Note: Item #4 and #5 must equal item #1. It is the requestor's responsibility to ensure that the 2025-26 Budget included sufficient resources for the amount in item #5.

Approved by: _____
President/Vice President/Vice Chancellor

Date: _____

Guidelines for Determining Unavoidable/Reasonable Late Requisition Requests

versus

Avoidable Late Requisition Requests

Late requisition requests are approved when the goods or services are critical to District/College operations and cannot be delayed until after July 1. Late Requisition Requests should be determined to be either unavoidable/reasonable or avoidable. This determination allows for the provision of supports, including additional training, to departments and programs that regularly submit avoidable Late Requisition Requests. This determination also enables the identification of recurring unavoidable/reasonable late requisition requests for potential process or system improvements that would reduce the number of those requests.

This determination is to be made by the applicable District or College Fiscal Office and indicated on the Late Requisition Request Form. The Fiscal Office should also place the requisition number on all approved Late Requisition Request Forms.

Unavoidable/Reasonable Late Requisition Requests

Unavoidable and reasonable late requisition requests are those requests that, in the normal course of operations and using existing processes and systems, are unable to be submitted prior to requisition and purchasing submittal deadlines and need to be processed before the new fiscal year (July 1). Barring a process or system improvement, the requestor is unable to submit these requests earlier than the deadline. The causes and types of unavoidable and reasonable late request requests are:

1. Emergency repair
2. Bond/Capital Outlay/Schedule Maintenance
3. Grant expenditures required to meeting expenditure deadlines including those related to:
 - a. Reallocation of additional revenues by the grantor in the spring
 - b. Actual expenditure of funds that is less than the planned expenditure, resulting in the need to spend the difference (example: student field trip with less actual participation than planned, resulting in savings).
4. Spring Events that require food or supplies that cannot be acquired prior to the requisition deadline.

Avoidable Late Requisition Requests

Avoidable late requisition requests are those requests that could have been submitted prior to requisition and purchasing submittal deadlines but cannot be delayed to the next fiscal year without resulting in a negative impact to the provision of student instruction and services or to District and College operations. These late requisition requests may be caused by a myriad of circumstances, most commonly including the discovery of invoices that had not been submitted in a timely fashion and the identification of goods or services that are needed prior to the end of the fiscal year but reasonably could have been previously identified earlier. In these circumstances, the late requisition request was avoidable. Departments and programs that are experiencing higher volumes of avoidable requisition requests should be provided with additional training, including best practices, to submit these requisition requests prior to the deadline.