



MEMORANDUM

TO: College Administrative and Budget Department Managers

FROM: Joe Mazur, MS-CIS, CPA
Vice President, Business and Administrative Services

Soroush Maleki, EMPA
Executive Director, Fiscal and Accounting Services

DATE: April 8, 2025

RE: Email and Typed Form Approvals No Longer Accepted and 2024-25 Fiscal Year End Closing Deadlines

Two items to cover in this memorandum. First, as a result of the 2020-2024 Accountability Audit, **effective May 1, 2025**, please note that the Business Office no longer accepts email or typed form approvals to process payments or other requests, for example, approval for suppliers' invoices, Credit Card Authorizations or Meals, Coffee, and Light Refreshment requests. Payment requests need to include the meta-data of the date the request was signed. Please use Adobe Sign to gather electronic approvals or send us scanned original document with wet signature(s). Email approval is only accepted in case of an emergency, and not by default. An example of an emergency would be when individuals are traveling on vacation and are out of communication. The decision to accept an email approval will be made by the Executive Director and or the VP of Business & Administrative Services.

Second, Shoreline CC's last day of the 2024-25 (FY25) fiscal year is **Monday, June 30, 2025**. To ensure an organized year-end closing process for the Financial Services department and concurrently allow campus offices, divisions, and departments to efficiently conduct business, please note the following deadlines:

Thu, May 1st by 5:00 p.m.	Purchase Requisitions and Personal Services Contracts that require a field order must be created in ctcLink. Allow six to eight weeks for delivery of merchandise, depending on the vendor. The State Administrative and Accounting Manual (SAAM), at subsection 90.20.25.a, provides that "Goods and services must be received by June 30 to be included as an expenditure of the concluding fiscal year."
Tue, May 13th by 5:00 p.m.	Purchase Requisitions for <i>new</i> FY 2026 annual orders must be created in ctcLink. Please clearly mark "FY2026" in the "Comments" section of the purchase requisition and refer to the FY 2025 annual order number. FY26 will be open by SBCTC by middle of April 2025, and you can start to work on PR. <u>Please ensure the Requisition Date, Accounting Date, and Budget Date (located under Distributions section under Budget Information Tab) all set as 07/01/2025.</u>

Please note that even though the annual purchase order deadline is July 1, 2025, the departments can create new annual purchase orders throughout the new fiscal year when needed. Contact the Business Office in such cases so we can assist and help you.

Thu, June 5 th by 5:00 p.m.	<p>is the last day to use procurement cards (credit cards) for purchases. This ensures all transactions incurred for this fiscal year will post and appear on the June monthly statements and recorded in the current fiscal year.</p> <p>Procurement cards will be temporarily closed from June 5 – June 30, 2025. <u>Requests to use procurement cards during this time must be submitted via email to Raisa Minchuk (rminchuk@shoreline.edu) on or before Friday, May 30, 2025.</u> The request must be submitted by the procurement card user's supervisor and clearly state the necessity to place order(s) by purchase card during the closure timeframe. The Business Office will review such a request to determine if a procurement card is the best method of acquisition. <u>Transactions must be posted by June 15, 2025. No procurement card transactions are allowed between June 16th and June 30th, 2025.</u> Procurement card reconciliations for the May 16 – June 15, 2025, billing cycle <u>must be submitted to the Purchasing Office, Building 1200 on or before Tuesday, June 24, 2025.</u></p>
Thu, June 5 th by 5:00 p.m.	<p>Vendor payment requests (voucher request forms,) faculty, staff, and student reimbursement requests (regardless of budget funding source, including professional development funds) must be submitted to the Business Office, Accounts Payable, Building 1200 or by email at accountspayable@shoreline.edu by this date.</p>
Tue, June 10 th by 5:00 p.m.	<p>Travel Expense Reports must be submitted in ctcLink <u>immediately</u> upon return from travel status. <u>All reports related to the travels completed in June 2025 must be submitted in June 2025 with no exceptions.</u></p>
Tue, June 10 th by 5:00 p.m.	<p>Any remaining orders for office supplies must be submitted to Staples and approved by the authorized approver to ensure delivery by Monday, June 30, 2025.</p>
Tue, June 10 th by 5:00 p.m.	<p>Petty cash reimbursement requests for \$50 or less must be submitted at the Cashier Office, 5227. Beyond this date, no further petty cash reimbursement requests will be accepted until July 1, 2025.</p>
Tue, June 10 th by 5:00 p.m.	<p>Receiving Confirmations and Equipment Inventory Reports forms (inventory sheets attached as applicable) must be delivered to the Business Office, Building 1200.</p>
Mon, June 30 th by 3:00 p.m.	<p>The College Accounts Receivable coordinator, Shobha Malawarair, (accountsreceivable@shoreline.edu; (206) 546-7850) and Accounting Manager – Controller, Kyoko Connolly (kconnolly@shoreline.edu; (206) 546-4675) must be advised of any outstanding payments due to the college from any sources and agencies, including other state agencies and entities such as State Board of Community and Technical Colleges, State Universities and colleges, and private and individual companies and entities.</p>
Mon, June 30 th by 4:30 p.m.	<p>The College Executive Director of Fiscal and Accounting Services, Soroush</p>

Maleki, (smaleki@shoreline.edu; (206) 546-4677) and Accounting Manager – Controller, Kyoko Connolly (kconnolly@shoreline.edu; (206) 546-4675) must be advised of any outstanding payments due by the college to any sources and agencies, including other state agencies and entities such as State Board of Community and Technical Colleges, State Universities and colleges, and private and individual companies and entities.

Mon, June 30th by 4:30 p.m.

All Expense Transfers must be submitted to the Budget Office at Building 1200 or by email at SCCBudget@shoreline.edu. Please contact Soroush Maleki, Executive Director of Fiscal and Accounting Services (smaleki@shoreline.edu; (206) 546-6477) and Budget Analyst Atsuko Donovan (adonovan@shoreline.edu; (206) 546-6926) if you have any questions regarding expense transfers.

If you are uncertain about particular funds carry over status, and or about the provisions of a particular grant or contracts, contact Soroush Maleki, Executive Director of Fiscal and Accounting Services (smaleki@shoreline.edu; (206) 546-6477) and Budget Analyst Atsuko Donovan (adonovan@shoreline.edu; (206) 546-6926) with your specific questions.

Exceptions to the above deadlines may be made for reasons outside the control of college staff or to facilitate necessary travel. Requests for exceptions must be made in writing to Soroush Maleki at smaleki@shoreline.edu. Please understand that while we will do our best to accommodate requests for good cause, internal processes may preclude the ability of our staff to do so.

Thank you for your assistance and flexibility in helping us to perform these crucial year-end processes. If you have additional questions, please contact Joe Mazur at jmazur@shoreline.edu or Soroush Maleki at smaleki@shoreline.edu.