The conversion from the current Escape system to WORKDAY will impact all school sites and departments - planning ahead is critical for a successful transition. The attached calendar of BUSINESS SERVICES 2015-16 YEAR-END CLOSING DATES reflect end-of-year planning with shorter time frames than previous years. During the data conversion, there will not be access to emergency requisitions so please: REVIEW THE ATTACHED CLOSING DATES CAREFULLY AND PLAN AHEAD – THERE WILL BE NO EXCEPTIONS.

- **Friday, April 15, 2016** is the cut-off date for submitting 2015-16 Purchase Orders, Technology, Textbooks and Blanket Orders (including increases to Blanket Orders).

- **2016-17 Requisitions** will not be available until WORKDAY go-live in July 2016. The district is working through a training schedule with details outlining compensation for 11 month School Office Managers who plan to attend the July training. Information will be provided once the schedule is finalized.

- **By Friday, April 15, 2016**, please run a listing of requisitions and verify year-end status. (See attached “Requisition Listing Year-End Process” for instructions.) Identify any requisitions that need to be increased, closed, or carried forward into the 2016-17 fiscal year. Contact Purchasing no later than April 15, 2016 if you require an increase. Please email Accounts Payable at “Invoices” invoices@scusd.edu the list of any requisitions that can be closed following payment or need to be carried forward.

- **In order to charge your 2015-16 budget, all items must be physically received and received online in ESCAPE before June 27th.** If items are received after June, the expense will be charged against your 2016-17 budget.

- **Friday, June 10, 2016** is the cut-off date for submitting 2015-16 Mileage, Petty Cash, and Confirming requisitions. Proper supporting documentation must be attached to the requisition in order to be approved, or it will be cancelled.

<table>
<thead>
<tr>
<th>Purchasing Services</th>
<th>- Dan Sanchez, Manager</th>
<th>277-6662</th>
</tr>
</thead>
<tbody>
<tr>
<td>Budget Services</td>
<td>- Mike Smith, Director</td>
<td>643-9405</td>
</tr>
<tr>
<td>Accounting Services</td>
<td>- Amari Watkins, Director</td>
<td>643-7837</td>
</tr>
</tbody>
</table>

**PLEASE POST, ROUTE, OR COPY & DISTRIBUTE AS NECESSARY**
# 2015-16 YEAR-END CLOSING DATES

<table>
<thead>
<tr>
<th>Requisition Type</th>
<th>Purchase Order, Blanket Order, Technology, Textbook</th>
<th>Chargeback</th>
<th>Service Agreement, Non Public School, Nutrition</th>
<th>Conference/Travel (includes Mileage)</th>
<th>Petty Cash</th>
<th>Duplicating</th>
<th>Confirming</th>
<th>Warehouse</th>
</tr>
</thead>
<tbody>
<tr>
<td>2015-16 Last day to submit</td>
<td></td>
<td>4/15/16 (Chargeback)</td>
<td>4/15/16</td>
<td>6/1/16 Conf/Travel</td>
<td>6/10/16</td>
<td>5/27/16</td>
<td>6/10/16</td>
<td>6/10/16</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(6/17/16) Online Orders* placed by 5 pm</td>
<td>4/15/16</td>
<td>6/10/16 (Mileage)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2015-16 Cutoff to increase Blanket Orders</td>
<td></td>
<td>4/15/16</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2015-16 Backup Due</td>
<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>2015-16 Cancel all open status, back orders, and returns</td>
<td>4/18/16 (Chargeback)</td>
<td>4/18/16</td>
<td>6/2/16 (Conf/Travel)</td>
<td>6/10/16 (Budget)</td>
<td>6/10/16</td>
<td>5/27/16</td>
<td>6/10/16</td>
<td>6/10/16</td>
</tr>
<tr>
<td></td>
<td>6/22/16 (online orders)</td>
<td></td>
<td>6/13/16 (Conf/Travel)</td>
<td>6/10/16 (Accounts Payable)</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>6/10/16 (Mileage)</td>
<td></td>
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<td></td>
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</tr>
<tr>
<td>2015-16 Cancel all requisitions not in approved status</td>
<td>5/17/16 (Chargeback)</td>
<td>5/17/16</td>
<td>6/17/16</td>
<td></td>
<td>6/17/16</td>
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</tr>
<tr>
<td>2016-17 Requisitions Not Available Until Go Live with Workday</td>
<td>Workday Go Live</td>
<td>Workday Go Live</td>
<td>5/2/16 (Prepay)</td>
<td></td>
<td>Workday Go Live</td>
<td>Workday Go Live</td>
<td>Workday Go Live</td>
<td>Workday Go Live</td>
</tr>
</tbody>
</table>

*Online Orders include Clean Source, Office Depot, School Specialty, and Lakeshore.

- By 4/15/16, follow “Requisition Listing Year-End Process” document to create year end requisition listing and forward lists of requisitions to be closed or carried forward to Accounts Payable.
- Warehouse closed for inventory from 6/24/16-6/30/16.
- All purchase order deliveries received by 6/27/16 must be received online by that date, especially for Consolidated Programs.
- By 7/6/16, departments must send all maintenance charges to General Accounting, and all telephone, postage, and transportation charges to Budget.
- All outstanding invoices and bills pertaining to business must be sent to Accounts Payable for processing as soon as possible. First check run for 2016-17 is 7/8/16.
- June Petty Cash reconciliations are due to General Accounting by 8/14/16.