Sacramento City Unified School District

——— BULLETIN ———

SUBJECT:	<u>2017-18 YEAR-END CLOSING DATES</u>	**2017-18 NO. BS-30**
TO:	<u>All School Sites and Departments</u>	
DATE:	<u>February 13, 2018</u>	
PREPARED BY:	Gloria Chung Director, Fiscal Services	**DEPARTMENT:** Budget Services
REVIEWED BY:	Gerardo Castillo, CPA Chief Business Officer	**APPROVED:**

The attached calendar of ***BUSINESS SERVICES 2017-18 YEAR-END CLOSING DATES*** reflects the end-of-year planning for all school sites and departments. Please submit requisitions as early as possible and do not wait until the deadline. There will not be access to emergency requisitions so please review the attached closing dates carefully and plan ahead – **THERE WILL BE NO EXCEPTIONS.**

See attachment for detailed deadlines for year-end closing. Please note:

- <u>**Monday, April 16, 2018**</u> **is the cut-off date for submitting 2017-18 Purchase Orders, Technology, Textbooks and Blanket Orders.**

- <u>**By Tuesday, May 1, 2018**</u>, 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 2018-19 fiscal year. Contact Purchasing no later than June 8, 2018 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.

- <u>**2018-19 Requisitions**</u> will be available May 1, 2018 but will **not** be processed until July 1, 2018.

- **In order to charge your 2017-18 budget, all items must be physically received <u>and</u> received online in ESCAPE by June 29th. If items are received after June, the expense will be charged against your 2018-19 budget.**

- <u>**Friday, July 6, 2018**</u> **is the cut-off date for submitting 2017-18 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.

Purchasing Services	- Dan Sanchez, Manager	277-6662
Budget Services	- Gloria Chung, Director	643-9405
Accounting Services	- Amari Watkins, Director	643-7837

## PLEASE POST, ROUTE, OR COPY & DISTRIBUTE AS NECESSARY

2017-18 YEAR-END CLOSING DATES

Requisition Type	Purchase Order, Blanket Order, Technology, Textbook	Chargeback	Service Agreement, Non Public School, Nutrition	Conference/Travel (includes Mileage)	Petty Cash	Duplicating	Confirming	Warehouse
2017-18 Last day to submit	4/16/18	4/16/18 (Chargeback) (6/15/18) Online Orders* placed by 5 pm	4/16/18	6/1/18 Conf/Travel 7/6/18 (Mileage)	7/6/18	5/25/18	7/6/18	6/8/18
2017-18 Cutoff to increase Blanket Orders	6/8/18							
2017-18 Backup Due				6/1/18 (Conf/Travel) **(Budget)** 7/6/18 (Mileage) **(Accounts Payable)**	7/6/18 **(Accounts Payable)**		7/6/18 **(Purchasing)**	
2017-18 Cancel all open status, back orders, and returns	4/17/18	4/17/18 (Chargeback) 6/22/18 (online orders)	4/17/18	6/4/18 (Conf/Travel) 7/9/18 (Mileage)	7/9/18	6/22/18	7/9/18	6/22/18
2017-18 Cancel all requisitions not in approved status	5/18/18	5/18/18 (Chargeback)	5/18/18	7/13/18			7/13/18	
2018-19 Requisitions available (Orders will not be processed until 7/2/18)	5/1/18	5/1/18 (Chargeback) 7/2/18 (online orders)	5/1/18	5/1/18 (For pre-paid travel occurring after 6/30/18)	7/2/18	5/30/18	7/2/18	6/15/18

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

- By **5/1/18**, 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 **6/25/18-6/29/18.**
- All purchase order deliveries received by **6/29/18 must be received online by that date or will be charged against your 2018-19 budget.**
- By **7/6/18,** 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 2018-19 is **7/5/18.**
- June Petty Cash reconciliations are due to General Accounting by **8/10/18.**

REQUISITION LISTING
YEAR-END PROCESS
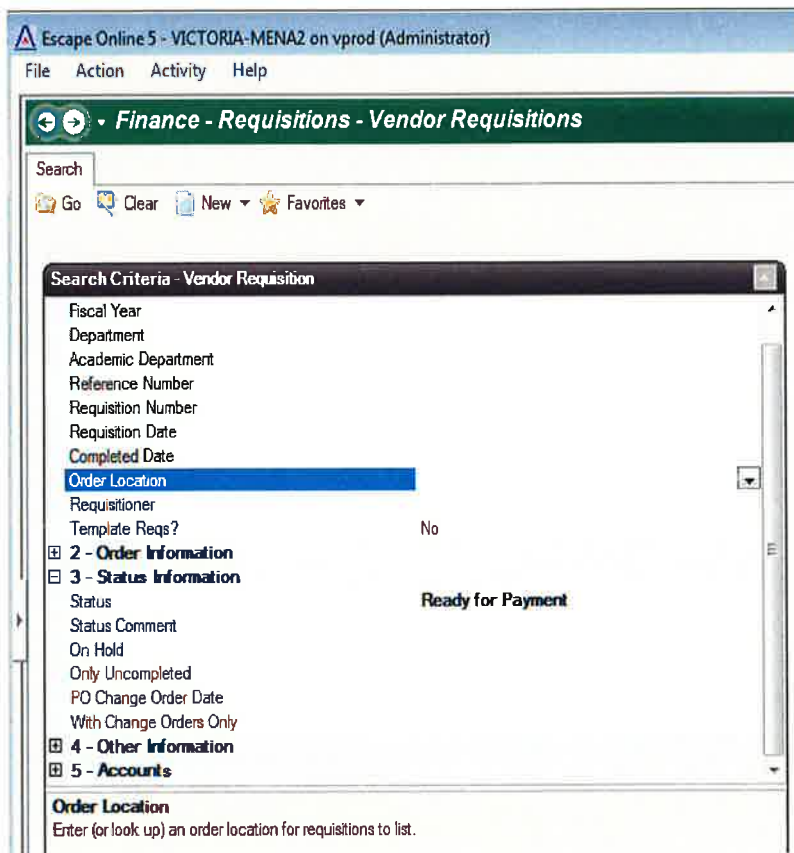
▶ In Escape On-Line select Finance, Requisitions, Vendor Requisitions.

▶ In the "Order Location" field, enter your Site Location Code or select the down arrow to select your site.

▶ Place your cursor in the "Status" field and select the down arrow. For year-end process it will be necessary to generate two separate lists. Once you have reviewed the first filtered list, go back and change the status to review the new filtered list.
   o Select "Ready for Payment" to find reqs which may require invoices.
   o Select "Printed" to find reqs that need to be received on-line.

▶ To generate list, select the "Go" button located on the upper left of your screen.

▶ Once your list has been populated, open each requisition and verify the following:
   o Invoices have been submitted to A/P. If invoices have not been submitted, please scan and e-mail to "Invoices" via Microsoft Outlook.
   o Items physically received on site have been received on-line. Please be sure to enter actual date item was received as system will default to current date.

Please also review the following type of requisitions:
   ▶ Confirming & Petty Cash - Must send **original** receipts to Accounts Payable for payment.
   ▶ Blanket Orders - When possible, scan and e-mail **signed** invoices to e-mail box "Invoices".
   ▶ Any requisitions in need of payment, please send invoices in asap. For requisitions that can be closed, please notify Accounts Payable.

Questions regarding this procedure? Contact La Liemthongsamout at x437889.