




BULLETIN

SUBJECT: 2013-14 YEAR-END CLOSING DATES **2013-14 NO. BS 18**

TO: All School Sites and Departments

DATE: March 10, 2014

PREPARED BY: Gerardo Castillo, CPA **DEPARTMENT:** Budget Services
Director, Fiscal Services

REVIEWED BY: Ken A. Forrest **APPROVED:** 
Chief Business Officer

The attached calendar of **BUSINESS SERVICES 2013-14 YEAR-END CLOSING DATES** reflects the end-of-year planning for all school sites and departments. Although, the state budget has improved, the district continues to face deficits. Traditionally, there are large numbers of purchases right before the cut-off dates. We are asking for your restraint to **only purchase what is absolutely necessary to complete the school year**. Student needs are the first priority with all other expenditures; purchases will be carefully reviewed by the principal/department head to ensure the purchase meets a critical need. These are difficult times and it is imperative that we all work together.

- **Friday, April 25, 2014 is the cut-off date for submitting 2013-14 Purchase Order, Blanket Order, and Technology requisitions. Friday, May 9, 2014 is the cut-off date for submitting 2013-14 Textbook, Service Agreement, Non Public School, and Nutrition requisitions. Monday, June 2, 2014 is the cut-off date for submitting 2013-14 Conference/Travel requisitions.** Requisitions in open status will be cancelled after this date. The Chief Business Officer must approve emergencies. Emergencies are defined as unforeseen events, or acts of nature.
- **By Friday, May 9, 2014**, 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 2014-15 fiscal year. Contact Purchasing by June 27, 2014 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 2013-14 budget, all items must be physically received and received online in ESCAPE before June 30th. If items are received after June 30th, the expense will be charged against your 2014-15 budget.**
- **Friday, July 11, 2014 is the cut-off date for submitting 2013-14 Mileage, Petty Cash, and Confirming requisitions.** This date will assure the proper fiscal year recording of these types of expenses and give you time at the end of the school year to complete reimbursements. 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	- Mike Smith, Supervisor - Gerardo Castillo, Director	643-7866 643-9405
Accounting Services	- Amari Watkins, Director	643-7837

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BUSINESS SERVICES 2013-14 YEAR-END CLOSING DATES

April

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

May

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

June

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

July

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

August

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Friday, April 25

Last day to submit 2013-14 Purchase Order, Blanket Order, Chargeback, and Technology requisitions (excluding Textbook, Service Agreement, Non Public School, Nutrition, Conference/Travel, Petty Cash, Duplicating, Confirming, and Warehouse requisitions). **Requisitions in open status will be cancelled after this date.** Purchases from carryover categorical funds should be ordered as early as possible.

Monday, May 5

2014-15 (select appropriate fiscal year) Purchase Order, Blanket Order, Technology, Textbook, Chargeback, Service Agreement, Non Public School, Nutrition, and Conference/Travel Prepay requisitions available but orders will not be processed until July 1.

Friday, May 9

Last day to submit 2013-14 Textbook, Service Agreement, Non Public School, and Nutrition requisitions. Requisitions in open status will be cancelled after this date.
Create year-end requisition listings (See attached "Requisition Listing Year End Process" for instructions) and **forward lists of requisitions to be closed or carried forward to Accounts Payable.**

Friday, May 30

Last day to submit 2013-14 JIT, Duplicating, and Warehouse requisitions for all funding sources. Requisitions in open status will be cancelled after this date.
2014-15 Duplicating requisitions available but orders will not be printed until July 1.

Monday, June 2

All 2013-14 requisitions must be in approved status or they will be cancelled after this date (except Mileage, Petty Cash, and Confirming).
2013-14 Conference/Travel Prepay requisitions must be in submitted status and backup due to Budget.

Monday, June 9

2013-14 Warehouse back orders, returns, and open status requisitions will be cancelled after this date.

Monday, June 16

2014-15 JIT and Warehouse requisitions available but orders will not be processed until July 1.
Cut off to place online JIT and Chargeback orders by 5:00 p.m. (Clean Source, Office Depot, School Specialty, and LakeShore.)

June 23 – June 27

Warehouse closed for inventory.

Friday, June 27

Last day for increasing 2013-14 Blanket Orders. On-line orders for all Chargeback requisitions in open status will be cancelled.
2013-14 Duplicating requisitions in open status will be cancelled after this date.
In order to expense in Fiscal Year 2013-14, all items must be physically delivered and received online in ESCAPE by 6/30/14.

Tuesday, July 1

2014-15 Conference/Travel, Petty Cash, and Confirming requisitions available.
2014-15 JIT and Chargeback online orders available for Clean Source, Office Depot, School Specialty, and LakeShore.

Monday, July 7 (Dept. Use Only)

All invoices, bills, and reconciliations pertaining to 2013-14 business processed. (Maintenance charges sent to General Accounting; telephone, postage, and transportation charges sent to Budget)

Thursday, July 10

First 2014-15 check run for Accounts Payable.

Friday, July 11

Last day to submit 2013-14 Mileage and Petty Cash requisitions and provide back up to Accounts Payable.
Last day to submit 2013-14 Confirming requisitions and provide back up to Purchasing.
Requisitions in open status will be cancelled after this date.

Monday, July 21

2013-14 Mileage, Petty Cash, and Confirming requisitions must be in approved status or they will be cancelled after this date.

Friday, August 15

June Petty Cash reconciliations due to General Accounting.

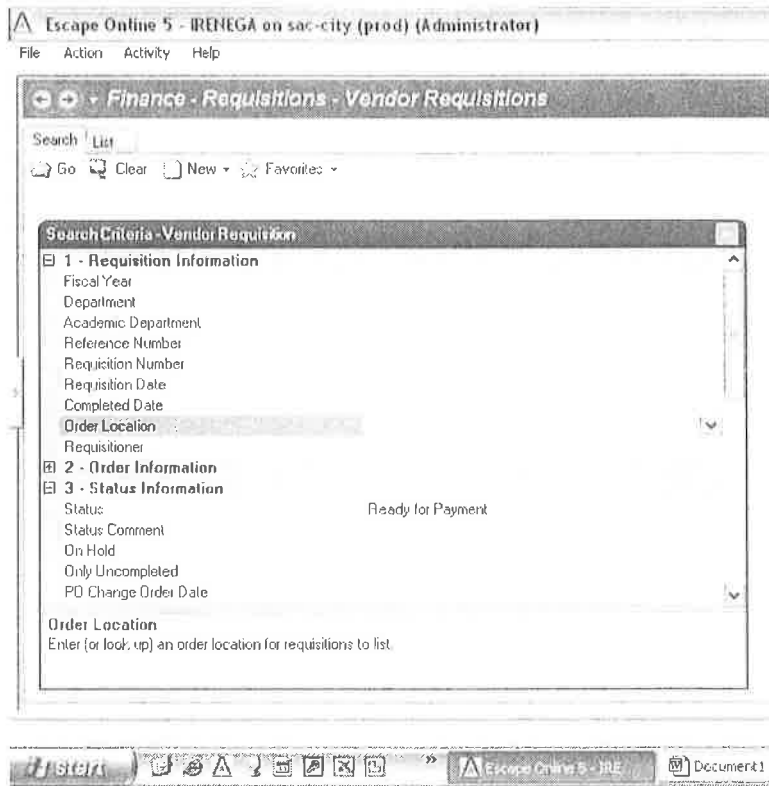
2013-14 YEAR-END CLOSING REFERENCE GUIDE

Requisition Type	Purchase Order, Blanket Order, Technology	Textbook	JIT, Chargeback	Service Agreement, Non Public School, Nutrition	Conference/Travel (includes Mileage)	Petty Cash	Duplicating	Confirming	Warehouse
2013-14 Last day to submit	4/25/14	5/9/14	4/25/14 (Chargeback) 5/30/14 (JIT) Online Orders* placed by 5 pm	5/9/14	6/2/14 (Conf/Travel) 7/11/14 (Mileage)	7/11/14	5/30/14	7/11/14	5/30/14
2013-14 Cutoff to increase Blanket Orders	6/27/14								
2013-14 Backup Due					6/2/14 (Conf/Travel) (Budget) 7/11/14 (Mileage) (Accounts Payable)	7/11/14 (Accounts Payable)		7/11/14 (Purchasing)	
2013-14 Cancel all open status, back orders, and returns	4/28/14	5/12/14	4/28/14 (Chargeback) 6/2/14 (JIT) 6/27/14 (online orders)	5/12/14	6/3/14 (Conf/Travel) 7/21/14 (Mileage)	7/14/14	6/30/14	7/11/14	6/10/14
2013-14 Cancel all requisitions not in approved status	6/3/14	6/3/14	6/3/14	6/3/14	7/22/14	7/22/14		7/22/14	
2014-15 Requisitions Available (orders not placed until 7/1)	5/5/14	5/5/14	5/5/14 (Chargeback) 6/16/14 (JIT) Online* 7/1/14	5/5/14	5/5/14 (Prepay) 7/1/14 (Conf/Travel)	7/1/14	5/30/14	7/1/14	6/16/14

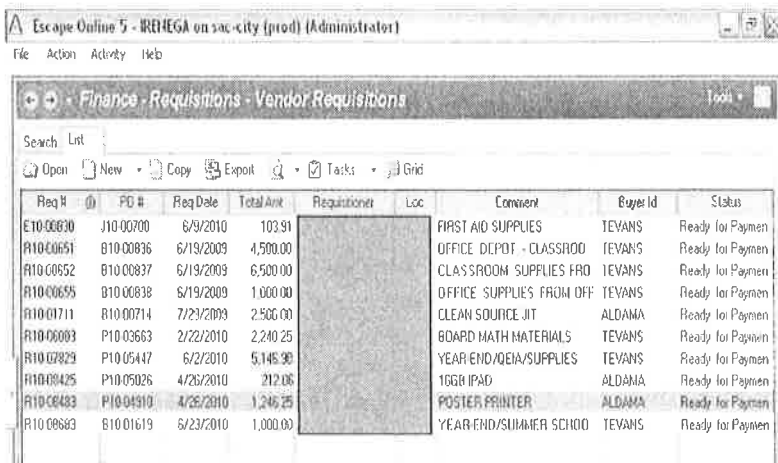
*Online Orders include Clean Source, Office Depot, School Specialty, and Lakeshore.

- By **5/9/14**, 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 **6/23/14-6/27/14**.
- All purchase order deliveries received by **6/30/14 must be received online by that date**, especially for Consolidated Programs.
- All outstanding invoices and bills pertaining to 2013-14 business must be sent to Accounts Payable for processing as soon as possible. First check run for 2014-15 is **7/10/14**.
- By **7/7/14**, departments must send all maintenance charges to General Accounting, and all telephone, postage, and transportation charges to Budget.
- June Petty Cash reconciliations are due to General Accounting by **8/15/14**.

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.
 - Select "Ready for Payment" to find reqs which may require invoices.
 - 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:
 - Invoices have been submitted to A/P. If invoices have not been submitted, please scan and e-mail to "Invoices" via Microsoft Outlook.
 - 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 Irene Garcia at x7893.