Sacramento City Unified School District

———— BULLETIN ————

SUBJECT:	<u>2014-15 YEAR-END CLOSING DATES</u>	2014-15 NO. BS-29
TO:	<u>All School Sites and Departments</u>	
DATE:	<u>March 4, 2015</u>	
PREPARED BY:	<u>Michael Smith</u> <u>Interim Director, Fiscal Services</u>	**DEPARTMENT:** <u>Budget Services</u>
REVIEWED BY:	<u>Gerardo Castillo, CPA</u> <u>Chief Business Officer</u>	**APPROVED:** _____

The attached calendar of *BUSINESS SERVICES 2014-15 YEAR-END CLOSING DATES* reflects the end-of-year planning for all school sites and departments. 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.** Please submit requisitions as early as possible and do not wait until the deadline.

- **<u>Friday, April 24, 2015</u> is the cut-off date for submitting 2014-15 Purchase Order, Blanket Order, and Technology requisitions. <u>Friday, May 8, 2015</u> is the cut-off date for submitting 2014-15 Textbook, Service Agreement, Non Public School, and Nutrition requisitions. <u>Monday, June 1, 2015</u> is the cut-off date for submitting 2014-15 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 8, 2015**, 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 2015-16 fiscal year. Contact Purchasing by June 26, 2015 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 2014-15 budget, all items must be physically received <u>and</u> received online in ESCAPE before June 30th. If items are received after June 30th, the expense will be charged against your 2015-16 budget.**

- **<u>Friday, July 10, 2015</u> is the cut-off date for submitting 2014-15 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, Interim Director	643-7866
Accounting Services	- Amari Watkins, Director	643-7837

PLEASE POST, ROUTE, OR COPY & DISTRIBUTE AS NECESSARY

BUSINESS SERVICES 2014-15 YEAR-END CLOSING DATE

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
22	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
26	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					

| Date	Description
Friday, April 24	**Last day to submit 2014-15 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 <u>cancelled</u> after this date.** Purchases from carryover categorical funds should be ordered as early as possible.
Monday, May 4	**2015-16 (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 <u>not</u> be processed until July 1** *(excluding Conference/Travel Prepay requisitions)***.**
Friday, May 8	**Last day to submit 2014-15 Textbook, Service Agreement, Non Public School, and Nutrition requisitions. Requisitions in open status will be <u>cancelled</u> 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 - Box 802B.**
Friday, May 29	**Last day to submit 2014-15 JIT, Duplicating, and Warehouse requisitions for all funding sources.** **2015-16** Duplicating requisitions available but orders will **<u>not</u>** be printed until July 1.
Monday, June 1	**All 2014-15 requisitions must be in approved status or they will be <u>cancelled</u> after this date** *(except Mileage, Petty Cash, Duplicating and Confirming).* **2014-15 Conference/Travel Prepay requisitions must be in submitted status and backup due to Budget.**
Monday, June 8	**2014-15 Warehouse back orders, returns, and open status requisitions will be <u>cancelled</u> after this date.**
Monday, June 15	**2015-16** JIT and Warehouse requisitions available but orders will **<u>not</u>** 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 24 – June 30	Warehouse closed for inventory.
Friday, June 26	**Last day for increasing 2014-15 Blanket Orders.** **On-line orders for all Chargeback requisitions in open status will be <u>cancelled.</u>** **2014-15 Duplicating requisitions in open status will be <u>cancelled</u> after this date.**
Tuesday, June 30	**Al1 items must be physically delivered and received online in ESCAPE.** *(After June 30 will expense to FY 2015-16.)*
Wednesday, July 1	**2015-16** Conference/Travel, Petty Cash, and Confirming requisitions available. **2015-16** JIT and Chargeback online orders available for Clean Source, Office Depot, School Specialty, and Lakeshore.
Monday, July 6 (Dept. Use Only)	**All invoices, bills, and reconciliations pertaining to 2014-15 business processed.** *(Maintenance charges sent to General Accounting; telephone, postage, and transportation charges sent to Budget)*
Thursday, July 9	First **2015-16** check run for Accounts Payable.
Friday, July 10	**Last day to submit 2014-15 Mileage and Petty Cash requisitions and provide back up to Accounts Payable.** **Last day to submit 2014-15 Confirming requisitions and provide back up to Purchasing.** **Requisitions in open status will be <u>cancelled</u> after this date.**
Monday, July 20	**2014-15 Mileage, Petty Cash, and Confirming requisitions must be in approved status or they will be <u>cancelled</u> after this date.**
Friday, August 14	June Petty Cash reconciliations due to General Accounting.

2014-15 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
2014-15 Last day to submit	4/24/15	5/8/15	4/24/15 (Chargeback) 5/29/15 (JIT) (6/15/15) Online Orders* placed by 5 pm	5/8/15	6/1/15 Conf/Travel) 7/10/15 (Mileage)	7/10/15	5/29/15	7/10/15	5/29/15
2014-15 Cutoff to increase Blanket Orders	6/26/15								
2014-15 Backup Due					6/1/15 (Conf/Travel) **(Budget)** 7/10/15 (Mileage) **(Accounts Payable)**	7/10/15 **(Accounts Payable)**		7/10/15 **(Purchasing)**	
2014-15 Cancel all open status, back orders, and returns	4/27/15	5/11/15	4/27/15 (Chargeback) 6/1/15 (JIT) 6/26/15 (online orders)	5/11/15	6/2/15 (Conf/Travel) 7/13/15 (Mileage)	7/13/15	6/26/15	7/13/15	6/9/15
2014-15 Cancel all requisitions not in approved status	6/2/15	6/2/15	6/2/15 (Chargeback) 6/2/15 (JIT)	6/2/15	7/21/15	7/21/15		7/21/15	
2015-16 Requisitions Available (orders not placed until 7/1)	5/4/15	5/4/15	5/4/15 (Chargeback) 6/15/15 (JIT) Online* 7/1/15	5/4/15	5/4/15 (Prepay) 7/1/15 (Conf/Travel)	7/1/15	5/29/15	7/1/15	6/15/15

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

- By **5/8/15**, 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 **6/24/15-6/30/15.**
- All purchase order deliveries received by **6/30/15 must be received online by that date**, especially for Consolidated Programs.
- By **7/6/15**, 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 2015-16 is **7/9/15.**
- June Petty Cash reconciliations are due to General Accounting by **8/14/15**.

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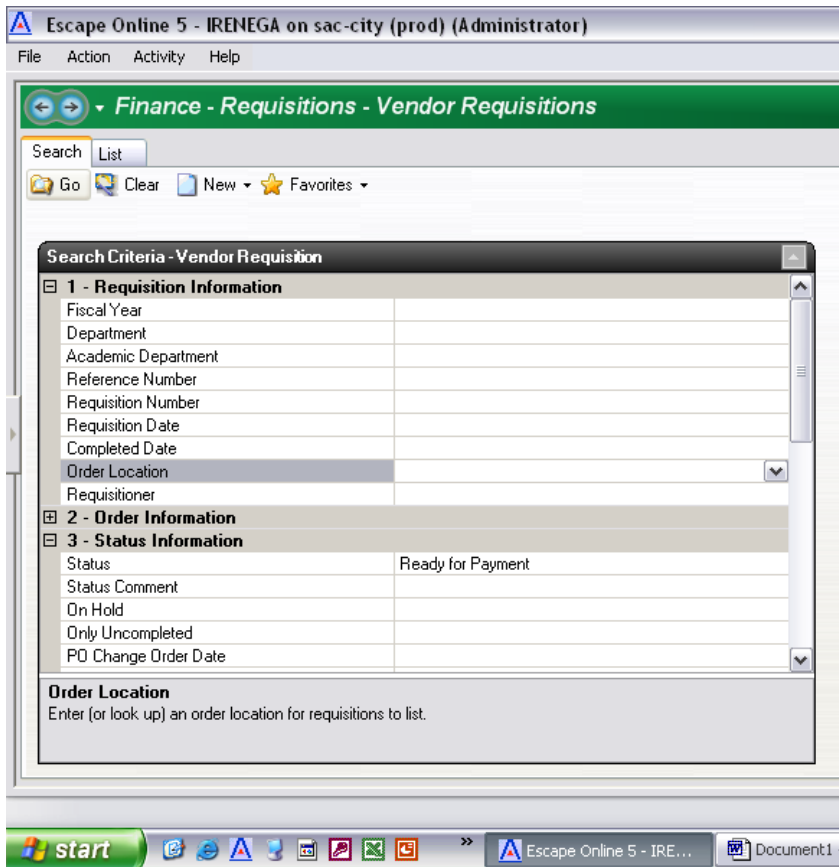
- In Escape On-Line select Finance, Requisitions, Vendor Requisitions.

- 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 Jessica Sulli at x437889.