![Sacramento City Unified School District logo]

———— BULLETIN ————

SUBJECT:	**2020-21 YEAR-END CLOSING DATES**	**2020-21 NO. BS-27**

TO: All School Sites and Departments

DATE: February 17, 2021

PREPARED BY: Jesse Castillo, Director III, Accounting Services   **DEPARTMENT:** Budget Services

REVIEWED BY: Adrian Vargas, Assistant Superintendent, Business Services   **APPROVED:** *Rose Ramos* Rose F. Ramos, Chief Business Officer

The attached calendar of ***BUSINESS SERVICES 2020-21 YEAR-END CLOSING DATES*** reflects the end-of-year planning for all school sites and departments. Please submit requisitions as early as possible to allow adequate time for Purchasing Review Committee to review and approve. 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:

- **Wednesday, April 14, 2021** is the cut-off date for submitting 2020-21 Purchase Orders, Technology, Textbooks and Blanket Orders. It is highly recommended to place Technology orders as soon as possible due to delays in the supply chain. **ITEMS NOT RECEIVED BY JUNE 30, 2021 WILL BE CHARGED TO YOUR 2021-22 BUDGET.**

- **By Friday, April 30, 2021**, 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 2021-22 fiscal year. Contact Purchasing no later than May 28, 2021 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.

- **2021-22 Requisitions** will be available May 1, 2021 but will **not** be processed until July 1, 2021.

- **In order to charge your 2020-21 budget, all items must be physically received <u>and</u> received online in ESCAPE by June 30th using the actual date of receipt. If items are received after June, the expense will be charged against your 2021-22 budget.**

- **Wednesday, July 7, 2021 is the cut-off date for submitting 2020-21 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	643-9465
Budget Services	- Adrian Vargas, Assistant Superintendent	643-9055
Accounting Services	- Jesse Castillo, Director	643-7837

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

2020-21 YEAR-END CLOSING DATES

| Requisition Type	Purchase Order, Blanket Order, Technology, Textbook, Service Agreements, Non Public School, Nutrition	Chargeback	Conference/Travel (includes Mileage)	Petty Cash	Duplicating	Confirming	Warehouse
2020-21 Last day to submit	4/14/21	4/14/21 (Chargeback) (6/10/21) Online Orders* placed by 5 pm	6/1/21 (Conf/Travel) 7/7/21 (Mileage)	7/7/21	5/19/21	7/7/21	6/4/21
2020-21 Cutoff to increase	5/28/21						
2020-21 Backup Due			6/1/21 (Conf/Travel) **(Budget)** 7/7/21 (Mileage) **(Accounts Payable)**	7/7/20 **(Accounts Payable)**		7/7/21 **(Purchasing)**	
2020-21 Cancel all open status, back orders, and returns	4/15/21	4/15/21 (Chargeback) 6/18/21 (online orders)	6/1/21 (Conf/Travel) 7/8/21 (Mileage)	7/8/21	6/18/21	07/8/21	6/18/21
2020-21 Cancel all requisitions not in approved status	5/10/21	5/10/21 (Chargeback)	7/14/21			7/14/21	
2021-22 Requisitions available (Orders will not be processed until 7/1/21)	5/12/21	5/1/21 (Chargeback) 7/12/21 (online orders)	5/1/21 (For pre-paid travel occurring after 6/30/21)	7/1/21	5/28/21	7/1/21	6/11/21

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

- By **5/1/2021**, 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 **6/23/21-6/30/21.**
- All purchase order deliveries received by **6/30/21 must be received online by that date or will be charged against your 2021-22 budget.**
- By **7/7/21**, departments must send all maintenance charges, postage, and transportation charges to Budget Services.
- All outstanding invoices and bills pertaining to business must be sent to Accounts Payable for processing as soon as possible. First check run for 2021-22 is **7/1/21.**
- June Petty Cash reconciliations are due to General Accounting by **7/30/21.**

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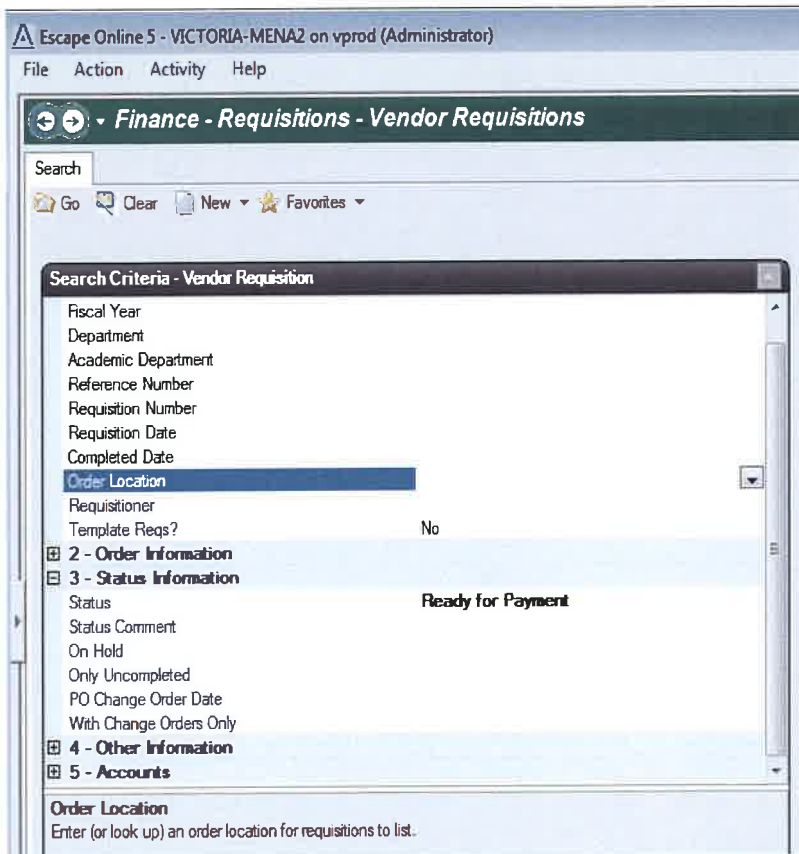
- In Escape On-Line select Finance, Requisitions, Vendor Requisitions.

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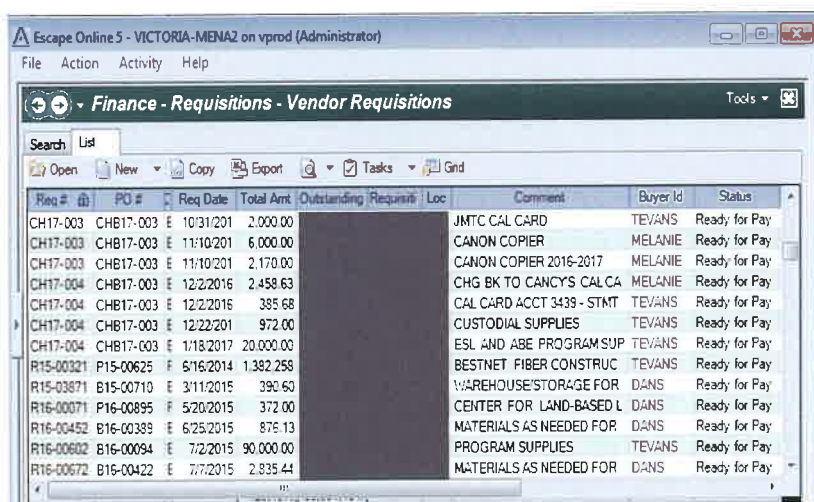
- To generate list, select the "Go" button located on the upper left of your screen.

- 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 La Liemthongsamout at x437889.