Sacramento City Unified School District

───── BULLETIN ─────

SUBJECT:	**2022-23 YEAR-END CLOSING DATES**		**2022-23 NO. BS-25**
TO:	All School Sites and Departments		
DATE:	February 24, 2023		
PREPARED BY:	Nai Saelee, Office Assistant, Fiscal Services	**DEPARTMENT:**	Accounting Services
REVIEWED BY:	Cindy Tao, Director III, Accounting Services	**APPROVED:**	*Rose F. Ramos* Rose F. Ramos, Chief Business & Operations Officer

The attached calendar of *BUSINESS SERVICES 2022-23 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:

- **Friday, April 14, 2023** is the cut-off date for submitting 2022-23 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, 2023 WILL BE CHARGED TO YOUR 2023-24 BUDGET.**

- **By Friday, April 28, 2023**, 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 2023-24 fiscal year. Contact Purchasing no later than May 26, 2023 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.

- **2023-24 Requisitions** will be available May 15, 2023 but will **not** be processed until July 3, 2023.

- **In order to charge your 2022-23 budget, all items must be physically received and 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 2023-24 budget.**

- **Tuesday, July 11, 2023 is the cut-off date for submitting 2022-23 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	- Robert Aldama, Manager II	643-9460
Budget Services	- Jesse Castillo, Assistant Superintendent	643-9402
Accounting Services	- Dawn Nantz, Manager I	643-7886

PLEASE POST, ROUTE, OR COPY & DISTRIBUTE AS NECESSARY

2022-23 YEAR-END CLOSING DATES

Requisition Type	Purchase Order, Blanket Order, Technology, Textbook, Service Agreements, Non Public School, Nutrition	Chargeback (CH-req)	Conference/Travel (V-req)	Confirming/ Mileage (C-req)	Petty Cash/ Cal Card (Y-req)	Duplicating (DR-req)	Warehouse (W-req)
2022-23 Last day to submit including backup	4/14/23	4/14/23 (Chargeback) (6/9/23) Online Orders* placed by 5 pm	5/26/23 (Conf/Travel)	7/11/23	7/11/23	5/19/23	6/2/23
2022-23 Cancel all open status, back orders, and returns	4/17/23	4/17/23 (Chargeback) 6/16/23 (online orders)	5/30/23 (Conf/Travel)	07/10/23	7/12/23	5/22/23	6/5/23
2022-23 Cutoff to increase	5/26/23						
2022-23 Cancel all requisitions not in approved status	5/12/23	5/12/23 (Chargeback)	7/14/23	7/14/23			
2023-24 Requisitions available (Orders will not be processed until 7/1/23)	5/15/23	5/15/23 (Chargeback) 7/10/23 (Online orders)	5/15/23 (For pre-paid travel occurring after 6/30/23)	7/3/23	7/3/23	5/30/23	6/12/23

*Online Orders include Home Depot and Office Depot.

- By **4/28/23**, 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 **6/26/23-6/30/23.**
- All purchase order deliveries received by **6/30/23 must be received online by that date or will be charged against your 2023-24 budget.**
- By **7/5/23**, 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 2023-24 is **7/5/23.**
- June Petty Cash reconciliations are due to General Accounting by **7/28/23.**
- Last check run to include payments for 2022-23 is **7/26/23.**

REQUISITION LISTING for YEAR-END PROCESS

In Escape Online go to **Finance - Requisitions - Vendor Requisitions**

Enter search criteria to create the 1st list:
1. In "**Order Location**" field, enter your 4 digits Site Location Code
2. In "**Status**" field, enter or select "**Printed**"

Click the "**Go**" button to populate the list
- Review and make sure received items are **ROL** (received on-line). Make sure to enter actual date item was received, as the system will default to the current date.
- Make sure invoices have been email to invoices@scusd.edu and cc A/P Fiscal Technician as needed.

Enter search criteria to create the 2nd list:
1. In "**Order Location**" field, enter your 4 digits Site Location Code
2. Click the "**Go**" button to populate the list
3. Follow directions below depending on the status of your requisition.
- If your req is in "Ready for Payment" status, make sure to send invoices to Accounts Payable.
- Make sure invoices have been emailed to invoices@scusd.edu and cc A/P Fiscal Technician as needed.
- If the req is in "Approved" status, contact Purchasing to print PO.
- If the req is in "Submitted" status, please contact Budget for approval.
4. Export, review and indicate if Reqs needs to be paid/closed or carryover to new fiscal year. When done reviewing, email your list to La-Liemthongsamout@scusd.edu

Please also confirm documents for the following type of requisitions:
- Petty Cash: Make sure forms are signed
- Confirming for employee reimbursements: Make sure proof of payments are attached
- Blanket Orders, Service Agreements and Non Public Schools: Make sure submitted invoice includes an approval signature

Questions regarding this procedure? Contact La Liemthongsamout at x437889.