



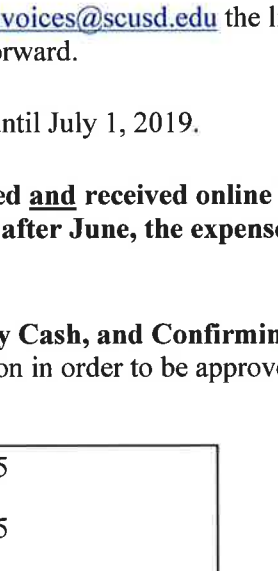
BULLETIN

SUBJECT: 2018-19 YEAR-END CLOSING DATES **2018-19 NO. BS-22**

TO: All School Sites and Departments

DATE: February 19, 2019

PREPARED BY: Gloria Chung **DEPARTMENT:** Budget Services
Director, Fiscal Services

REVIEWED BY: John Quinto, Ed.D. **APPROVED:** 
Chief Business Officer

The attached calendar of ***BUSINESS SERVICES 2018-19 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. It is the vision of the committee to hold to 2017/18 expenditures levels. 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:

- **Monday, April 8, 2019 is the cut-off date for submitting 2018-19 Purchase Orders, Technology, Textbooks and Blanket Orders.**
- **By Wednesday, May 1, 2019**, 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 2019-20 fiscal year. Contact Purchasing no later than May 31, 2019 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.
- **2019-20 Requisitions** will be available May 1, 2019 but will **not** be processed until July 1, 2019.
- **In order to charge your 2018-19 budget, all items must be physically received and received online in ESCAPE by June 28th using the actual date of receipt. If items are received after June, the expense will be charged against your 2019-20 budget.**
- **Friday, July 5, 2019 is the cut-off date for submitting 2018-19 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	- Gloria Chung, Director	643-9405
Accounting Services	- Amari Watkins, Director	643-7837

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