

MEMORANDUM

DATE: March 28, 2019

TO: Principals, Directors, Grant Administrators, Coordinators and Media Specialists, Secretaries, Middle School and High School Bookkeepers

FROM: Rachel Valdez, Director of Financial Reporting

RE: FY 2018-19 Year-End Closing Schedule

To facilitate a smooth year-end and ensure the receipt of all required documentation necessary for the preparation of the Annual Financial Report, the Program Cost Report, and other reports required by the Department of Education, we have established the following year-end schedule for the processing of transactions associated with purchasing, accounts payable, and accounting:

ITEM	DEADLINE
STIPENDS FOR FY 2018-19	
ALL Stipend PO requests	June 14, 2019
Stipend-related training must occur on or before	June 28, 2019
Associated timesheets must be submitted to Payroll	June 28, 2019
PURCHASE ORDERS FOR FY 2018-19	
General and Capital Discretionary Funds	June 21, 2019
Grants closing 6/30/19, except projects 46419, 4649P	June 21, 2019
Grants 46419 & 4649P Note - Purchase orders must indicate "Items must be received by 06/30/19", or expense cannot be charged to FY 2018-19	February 15, 2019
INVOICE & REIMBURSEMENT REQUESTS CHARGED TO 2018-19 BUDGETS	
Grants that close 6/30/19, with an "expend by 8/20/19 date" - Close out PO, receive items in skyward and/or submit invoice/payment request to Accounts Payable Department by	July 19, 2019
Invoices – Receive in Skyward or submit to Accounts Payable by	June 28, 2019
P-Card receipts – submit to Accounting Department by	July 8, 2019
Transportation Department bus/trip charges – submit to Accounting Dept. by (JE)	July 3, 2019
Consultant/Travel reimbursement requests – submit to Accounts Payable Department by	July 3, 2019
Print Shop charges – submit to Accounting Department by	July 8, 2019

THE FINAL 2018-19 CHECK RUN IS SCHEDULED FOR JULY 8, 2019.
DISCRETIONARY BUDGETS FOR 2019-20 WILL BE OPEN FOR REQUISITIONS BY JUNE 12, 2019. FY 19/20 POs WILL NOT BE SENT OUT UNTIL 7/2/19.

All payment information received after the above dates will be applied against your FY 2019-20 school or department budget(s). Should you have any questions related to requisitions or purchase orders, please contact Kim at ext. 3972. For questions regarding Accounts Payable/Accounting, contact Rachel at ext. 3989. For questions regarding payroll, contact Barbara at ext. 3996.