

ADMINISTRATIVE CIRCULAR NO. 42
Office of the Chief Business Officer

SAN DIEGO UNIFIED SCHOOL DISTRICT

- Date:** January 26, 2018
- To:** School Principals, Child Development Center Administrators, and Division and Department Heads
- Subject:** 2017-2018 PROCESSING DEADLINES FOR:
- Budget Transactions for Year-End
 - e-Pro Requisitions (Special Request/Catalog/Direct Connect)
 - Electronic Field Trip Requests
 - Employee Online Expense
 - Employee Online Travel Authorizations
 - Invoices (such as Athletic Claim Reimbursements)
 - Purchase of Stock/Inventory Items from Distribution Services
- Department and/or Persons Concerned:** Persons processing above transactions – Please distribute to all necessary personnel responsible for budgets
- Due Date:** Deadlines listed below
- Action Requested:** Observe critical deadlines established below.
- Brief Explanation:** To ensure sites and departments do not experience unanticipated expenditures in the new fiscal year, the following fiscal year-end requirements for procurement of materials and services have been implemented. Early action provides adequate lead-time to ensure materials and services are ordered, delivered and expensed before June 30, 2018.

To support the schedule for closing the 2017-18 fiscal year financial records, the following deadlines have been established. Adherence to each deadline is critical.

***** PLEASE PLAN AHEAD and not wait until the final deadlines for your purchasing decisions. There will be no carryover budgets for any orders not received and paid in full by June 30, 2018. *****

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April 20, 2018

DEADLINE and LAST DAY to submit and approve e-Pro Special Request or Catalog requisitions for the 2017-18 budget for:

- **All funding sources, except for stock/inventory items.** This is a hard deadline; **no exceptions** will be made. Requisitions submitted and approved after this date will not be ordered until July 2, 2018.
- **Grant resources expiring on or before June 30, 2018.** A list of expiring resources is attached. These resources must be used or will be returned to the State, Federal, or Local agency who allocated the resource.
- **Proposition S and Proposition Z** site discretionary orders for eligible fixtures, furniture and equipment. All orders submitted after this date will be processed in the 2017-18 budget year. Proposition S and Proposition Z site discretionary balances **not used will be** carried over to the 2017-18 budget

April 30, 2018

FIRST DAY to submit e-Pro Special Request and Catalog requisitions for the 2018-19 budget.

Beginning April 30, 2018, all e-Pro requisitions will be automatically dated "*July 2, 2018*" and charged to the 2018-19 budget. **Before leaving for the summer, all requisitions must be successfully budget checked and approved.** Preliminary budgets for 2018-19 will be loaded in PeopleSoft at a later date. The Strategic Sourcing and Contracts department will process all approved 2018-19 requisitions beginning July 2, 2018. Goods will be delivered after July 2, 2018.

May 25, 2018

DEADLINE and LAST DAY to submit and approve all e-Pro Direct Connect requisitions to the 2017-18 budget. A list of companies participating in the Direct Connect process is enclosed.

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May 31, 2018

DEADLINE and LAST DAY to order:

- **Stock/inventory items**, including copier paper, through Distribution Services to be charged to the 2017-18 budget. Orders submitted after this date will be charged to the 2018-19 budget.
- **Printing services** to be charged to the 2017-18 budget. Printing requests submitted after this date will be charged to the 2018-19 budget.

DEADLINE and LAST DAY to notify Financial Planning and Development Analysts to:

- **Close any Purchase Orders** related to the 2017-18 budget.
- **Process any year-end expense transfers** to ensure timely year-end clean-up.

June 1, 2018

DEADLINE and LAST DAY to electronically submit Field Trip Transportation Requests for the 2017-18 budget. All field trips scheduled to take place on or before June 30, 2018 and requested by this date will be charged to the 2017-18 budget. Field trips scheduled for July 1, 2018 or later will be charged to the 2018-19 budget.

If the field trip is to be reimbursed, a check made payable to San Diego Unified School District must be attached to a printed copy of the Field Trip Transportation Request, and mailed to the Financial Planning and Development Analyst.

LAST DAY for School Site Council to approve all Title 1 budget adjustments including projected expenses through June 30 for the 2017-18 budget.

June 15, 2018

DEADLINE and LAST DAY to deliver invoices to be charged to the 2017-18 budget to the Accounts Payable department. Invoices received by sites and departments totaling \$500 or more after the deadline and not forwarded to Accounts Payable must be entered on the Year-End Accrual form which will be distributed in March 2018 with the administrative circular titled "2017-18 Accounts Payable Year-End Accrual Items."

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June 15, 2018 cont.

DEADLINE and LAST DAY for all employees to submit online travel authorizations for professional development events which need to be encumbered or have prepayments for the 2017-18 budget.

All travel authorizations must have valid budget statuses and be fully approved at the branch approver level by this date. Ample time must be allowed for Accounts Payable staff to process requested prepayments for airfare, hotel or conference registration fees on or before June 30, 2018.

Travel authorizations not fully approved by June 30, 2018 will be denied and replacements must be created and submitted on or after July 16, 2018, which will encumber the 2018-19 budget.

DEADLINE and LAST DAY for all employees to submit online expense reports for travel or mileage expenses incurred through June 15, 2017 for the 2017-18 budget.

Expense reports are mandatory for all travel authorizations, even when no reimbursement is due to the traveling employee. Expense reports must be created, submitted, budget checked, approved and processed for payment in the same fiscal year.

Online expense reports submitted by June 15, 2018 may only include mileage or expenses that have actually been incurred through June 15.

A new expense report must be created on or after July 16, 2018, for any activity between June 16 – June 30. These expenses will be charged against the 2018-19 budget. Expense reports created, but not processed for payment by Accounts Payable by June 30, 2018 will be *denied*. Replacement expense reports will need to be recreated on or after July 16, 2018, for processing against the 2018-19 budget in the usual manner.

June 29, 2018

All PCard transactions posted to the PaymentNet system by June 29, 2018 will be charged to the 2017-18 budget. Purchases not reviewed and approved by this date will be posted using the defaulted budget string assigned in PaymentNet. All email and phone orders should be placed in advance of this date to ensure transactions are posted to PaymentNet no later than June 29. Purchases not posting to the PaymentNet online application by June 29, 2018 will be charged to the 2018-19 budget.

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July 2, 2018

FIRST DAY to submit and approve Direct Connect e-Pro requisitions to be charged to the 2018-19 budget. A list of companies participating in the Direct Connect process is attached.

Early action is needed to ensure sites and departments do not experience unanticipated expenditures in the following fiscal year when the same resources may not be appropriated. There will be no carryover budgets for any orders not received and paid in full by June 30, 2018.

Invoices and travel authorizations processed or received after the deadlines will be processed after July 2, 2018 and charged to the 2018-19 budget. New expense reports may be submitted and processed on or after July 16, 2018. Original invoices and travel receipts should be delivered to Accounts Payable, Eugene Brucker Education Center, Room 3141, unless otherwise specified.

For additional information or questions regarding e-Procurement, please contact Robin Hoffpauir at (858) 522-5805. For questions regarding expense reports, please contact Phuong Pham at (619) 725-7761 or Terry Marino at (619) 725-7763. For all other questions, please call the Financial Planning and Development department hotline at (619) 725-7585.

APPROVED:

Candi Lukat
Controller



Drew Rowlands
Chief Operations Officer

CL:tt

Attachment
Distribution: A, C, D, E, and F