

## Intradistrict Communication

DATE: March 17, 2022

TO: All Principals  
All Budget Directors

FROM: John Larsen, Business Administrator  
June LeMaster, Ph.D., Administrator, Human Resources  
Daniel Ellis, Director of Accounting, Budgets & Audits  
Cheryl Matson, Director of Insurance Services  
Michael Heaps, Director of Information Systems  
Sarah Palmer, Director of Payroll  
Kurt Prusse, Director of Purchasing

SUBJECT: Year-End Processing Deadlines

Please observe the following critical deadlines regarding the financial year-end processes for the 2021-22 year. Please review these dates as they could have a major effect on your location's ability to operate.

### INVENTORY REQUISITIONS

#### Elementary Schools

- |        |   |
|--------|---|
| May 20 | Last day to enter and approve FY 2021-22 Inventory Requisitions (posted in current year) for guaranteed delivery by June 3. |
| June 3 | Last day for delivery of FY 2021-22 Inventory orders.   |

#### All Locations

- |         |  |
|---------|--|
| May 23  | First day to enter next year startup orders. Use FY 2022-23 to post to next year. Use FY 2021-22 to post in current year. <ul style="list-style-type: none"><li>• <b>Departments &amp; secondaries</b>-Any FY 2022-23 Inventory Requisitions entered on or after May 23 will be delivered after July 4.</li><li>• <b>Elementaries</b>-All deliveries will be after August 8 unless requested on requisition.</li></ul> |
| June 13 | <b>Departments &amp; secondaries</b> -Last day to enter, and for Principals to approve, any FY 2021-22 Inventory Requisitions (posted in current year) for guaranteed delivery by June 27.   |
| June 24 | Last day for delivery of all non-food FY 2021-22 Inventory orders.   |
| July 5  | Continue entering FY 2022-23 Inventory Requisitions. Warehouses resume delivery schedules.   |

## PURCHASE REQUISITIONS

### All Locations

- May 6 All Purchase Requisitions estimated to be \$80,000 or more must be routed to Purchasing.
- May 13 May begin entering FY 2022-23 Purchase Requisitions. Enter the respective year and delivery instructions in the description field as shown below.
- Select Fiscal Year 2021-22 to post in current year.
    - **2021-22 Purchase Requisitions can be entered through June 8.**
  - Select Fiscal Year 2022-23 to post in next year.
    - **2022-23 Purchase Requisitions will not be sent to vendors until after July 1, unless specific delivery instructions are entered into the description field of the purchase requisition.**

### Delivery requirements must be on requisition.

The screenshot displays the 'Requisition Master Information' form. The 'Requisition Setup Information' section includes a 'Requisition Group' dropdown set to '111 - Columbia Elementary' and a 'Fiscal Year' dropdown with options: '2021 - 2022 July 1, 2021 - June 30, 2022', '2022 - 2023 July 1, 2022 - June 30, 2023', and '2021 - 2022 July 1, 2021 - June 30, 2022'. A tooltip points to the 'Fiscal Year' dropdown with the text 'Select the fiscal year to use for this requisition.' Below this is a checkbox labeled 'This requisition is used to restock a warehouse.' The 'Requisition Information' section has a '\* Batch Number:' field with the value '15' and a '\* Description:' field with a light green background. The description field contains the text: 'Enter fiscal year for order: YR 2021-22 or YR 2022-23' and 'Enter delivery requirement. Example: "Product needs to be delivered to school by August 1st"'. On the right side of the form, there are three buttons: 'Save and Add Detail', 'Save and Mass Add Detail', and 'Back'.

- June 1 Last day for P-Card expenditures for FY 2021-22.
- June 8 Last day to enter, and for Principals to approve, any FY 2021-22 Purchase Requisitions (posted in current year).
- June 10 Last day for Administrator of Schools to approve FY 2021-22 Purchase Requisitions.
- July 5 Continue entering FY 2022-23 Purchase Requisitions.

## **ACCOUNTS PAYABLE:**

As always, the Accounting Department needs “verification” of receipt of goods or services immediately after delivery. What constitutes a “verification” is: 1) a PO#, 2) a signature, 3) a date, and 4) an indication whether Accounting should keep the PO open or closed (the PO has been only partially filled or all items have been received in full). The “verification” can be on a packing slip, a copy of the PO, or a copy of the invoice.

**Summer Product Received at Elementary Schools** Purchased items being delivered by vendors and received at schools over the summer break must remain in a designated holding area. When staff returns they can account for the items properly, verify and submit the proper paperwork in a timely manner to the Accounting Department. This will help eliminate confusion between the schools and vendors on the whereabouts of items delivered.

### **All Locations**

- |         |   |
|---------|---|
| May 19  | P-Card Reconciliations due in Accounting.                                       |
| June 1  | Last day for P-Card expenditures for FY 2021-22.                                |
| June 22 | Last day to submit check requests and mileage.                                  |
| June 23 | Last day for Principals and Administrator of Schools to approve check requests. |
| July 19 | P-Card Reconciliations due in Accounting.                                       |

### **Elementary Schools**

- |         |  |
|---------|--|
| June 9  | All items (mileage reimbursements, journal entries and check requests and “verifications”) to be paid with FY 2021-22 budgets should be entered, approved and received in Accounting by this date. Those received after this date may be paid with FY 2022-23 budgets. |
| June 10 | P-Card Reconciliations due in Accounting.  |

### **Secondary and Departments**

- |         |   |
|---------|---|
| June 17 | P-Card Reconciliations due in Accounting.                                   |
| June 22 | Last day to submit electronic Cash Receipts and electronic Journal Entries. |

## **PAYROLL**

### **All Locations**

May 3	April Payroll due.
May 4	True Time Submissions due.
May 6	True Time 1st approvals due.
May 10	True Time final approvals due.
June 2	May Payroll due.
June 3	Nutrition True Time submissions due. Nutrition Manager approvals due by the end of the day.
June 8	True Time Submissions due.
June 10	True Time 1st approvals due.
June 14	True Time final approvals due.
July 1	Begin entering FY 2022-23 time off.
July 5	June Payroll due.
July 6	True Time Submissions due.
July 8	True Time 1st approvals due.
July 12	True Time final approvals due.

## **INSURANCE**

May 15 – June 15      Open enrollment for September 1 effective. Enrollment elections will be made using our online enrollment system – InfinityHR.

Information will be sent in JAM and JEM as it becomes available.

## **HUMAN RESOURCES**

May 6              Special Calendars due to Human Resources

**Any questions regarding deadlines, please contact either  
Kurt Prusse, Purchasing Director, 801-567-8701 or  
Michael Heaps, Information Systems Director, 801-567-8737**