

Intradistrict Communication

DATE: February 1, 2024

TO: Principals
Special Education Staff
School Secretaries

FROM: Lisa Robinson, Administrator of Schools
Kim Lloyd, Director of Special Education

SUBJECT: Special Education Budget Closeout for the 2023-24 School Year

Please note that Special Education purchase orders/requisitions for the 2023-24 school year must be **received by Wednesday, March 6, 2024 @ 5:00 p.m.** Please remember the following:

- Budgets are not carried over from one year to the next.
- Remember to deduct any previously submitted amounts from your Special Education budget (so that you know your balance) before submitting new orders. This includes reimbursements submitted through your school. **No orders will be processed that exceed your budgeted allocation.**
- Please check with your school secretary to make sure all Special Education reimbursements have been submitted to the Special Education Department by the March 6th deadline. We will soon be providing each school secretary with a sheet of currently recorded purchase/reimbursement totals for the special education department at your school up through January 31, 2024.
- When ordering supplies, follow **Skyward** procedures.
- Be sure to follow the ordering guidelines outlined in the attached budget information page, as you close out your current year budgets.
- Any purchases that were inadvertently charged to the Special Ed budget or do not qualify using the guidelines should be removed from the budget using a journal entry form prior to March 6th.

Staff will be notified of the new budget allocation amount prior to the start of the new school year. Keep in mind that new purchase orders/requisitions will not be processed until late July when all of the current year's budgets have been closed out.

As you close out your budgets for the current school year, please note the following:

1. All purchase orders/requisitions, should be routed through Amanda Hamblin in the Special Education Department.
2. Use the following codes for Purchase Orders/Requisitions, P-Cards, and ECHECKS submitted through the year.

Coding for P.O.s/Requisitions, NPOs, P-Cards, ECHECKS:

FUND	TYPE	LOCATION	PROGRAM	FUNCTION	OBJECT
10	E	(School #)	1295	1090	Use object code

If you have questions regarding your Special Education budget, please contact Amanda Hamblin at (801) 567-8177.