

Intradistrict Communication

DATE: March 2, 2020

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 2019-20 School Year

Please note that Special Education purchase orders/requisitions for the 2019-20 school year must be **received by Friday, April 17, 2020 @ 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 April 17th deadline. We have provided each secretary with a spreadsheet of currently recorded purchases/reimbursements for the total special education department at your school up through March 2, 2020.
- 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.

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 mid-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 to Debbie Fairbourn in the Special Education Department.
2. Use the following codes for Purchase Orders/Requisitions, NPOs, 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 call Debbie Fairbourn at (801) 567-8177.