








Intradistrict Communication

DATE: March 20, 2018

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 2017-18 year. Please review these dates as they could have a major effect on your location's ability to operate.

INVENTORY REQUISITIONS:

May 21, 2018 – Traditional Schools

Last day to enter and approve FY 2017-18 Inventory Requisitions (posted in current year), guaranteed delivery June 1, 2018.

May 25, 2018 – All Locations

First day to enter next year startup orders. Use FY 2018-19 to post in next year. Use FY 2017-18 to post in current year. Any Inventory Requisitions entered on or after May 25, 2018 to be delivered after July 1, 2018, should be entered as a FY 2018-19 Requisition.

June 1, 2018 – Traditional Schools

Last day for delivery of FY 2017-18 Inventory orders.

June 8, 2018 – All Locations

Last day to enter, and for Principals to approve, any FY 2017-18 Inventory Requisitions (posted in current year). Inventory Requisitions to be delivered by June 25, 2018.

June 25, 2018 – All Locations

Last delivery for all non-food FY 2017-18 Inventory orders.

July 3, 2018 – All Locations

Continue entering FY 2018-19 Inventory Requisitions. Warehouses resume delivery schedules.

PURCHASE REQUISITIONS: All Locations

April 13, 2018

All FY 2017-18 Purchase Requisitions using the Special Ed budget must be received by the Special Ed department.

May 1, 2018

All Purchase Requisitions estimated to be \$50,000 or more must be routed to Purchasing.

May 18, 2018

Begin entering FY 2018-19 Purchase Requisitions. Select FY 2018-19 to post in next year. Use FY 2017-18 to post in current year. Please enter the respective year in the description field as seen below. **FY 2017-18 Purchase Requisitions can be entered through June 8, 2018. All FY 2018-19 Purchase Requisitions will not be sent to vendors until after July 3, 2018.**

Requisition Master Information	
Requisition Setup Information	
Requisition Group	2017 - 2018 July 1, 2017 - June 30, 2018
Fiscal Year	2018 - 2019 July 1, 2018 - June 30, 2019
<input checked="" type="radio"/> Account allocation by total requisition amount (YMA).	
<input type="radio"/> Account allocation by each requisition detail line (YDA).	
<input type="checkbox"/> This requisition is used to restock a warehouse.	
Requisition Information	
* Batch Number:	05
* Description:	YR 2017 - 2018
	or
	YR 2018 - 2019

June 6, 2018 -- All Locations:

Last day for P-Card purchases for FY 2017-18.

June 8, 2018 - All Schools:

Last day to enter, and for Principals to approve, any FY 2017-18 Purchase Requisitions (posted in current year).

June 21, 2018

Last day for Administrator of Schools level approvals for FY 2017-18 Purchase Requisitions. Not guaranteed after this date.

July 3, 2018 - All locations:

Continue entering FY 2018-19 Purchase Requisitions.

ACCOUNTS PAYABLE:

Immediately

As always, Accounting 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 (the PO has only partially been filled) or close the PO (all items received in full). The "verification" can be done on a packing slip, a copy of the PO, or a copy of the invoice.

Summer Product Received at Traditional 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.

May 18, 2018 - All Locations:

P-Card Reconciliations due in Accounting.

June 6, 2018 - All Locations:

Last day for P-Card expenditures for FY 2017-18.

June 7, 2018 - All Locations:

All items (mileage reimbursements, NPOs, check requests, Journal Entries and "verifications") to be paid with FY 2017-18 budgets should be approved and received in Accounting by this date. Those received after this date, may be paid with FY 2018-19 budgets.

June 8, 2018 - Traditional Schools:

P-Card Reconciliations due in Accounting.

June 19, 2018 - Year-round schools and Departments:

P-Card Reconciliations due in Accounting.

June 27, 2018 - Elementary Schools:

Last day to submit Cash Receipts.

July 5, 2018 - All Locations:

FY 2017-18 Mileage Reimbursements Requests due, but if received after June 7, 2018, may be paid with FY 2018-19 budgets.

PAYROLL:

June 1, 2018 - Traditional Schools:

All True Time submissions due. Nutrition Managers approvals due by the end of the day.

June 4, 2018 - All Locations:

May Payroll due.

June 6, 2018 - All Locations:

True Time submissions due.

June 8, 2018 - All Locations:

True Time 1st approvals due.

June 11, 2018 - All Locations:

True Time final approvals due.

June 28, 2018 - All Locations:

Last day to enter FY 2017-18 Time Off.

June 29, 2018 - All Locations:

Any FY 2017-18 time off to be approved.

July 3, 2018 - All Locations: June Payroll due. Begin entering FY 2018-19 time off.

Year-round Schools:

True Time submissions due. Nutrition Managers approvals due by the end of the day.

July 5, 2018 - All Locations:

True Time Submissions due.

July 9, 2018 - All Locations:

True Time 1st approvals due.

July 11, 2018 - All Locations:

True Time final approvals due.

INSURANCE: All Locations:

May 23, 2018

Annual Question and Answer Sessions.

3:30 and 5:00 pm, ASB.

May 24, 2018

Annual Question and Answer Sessions.

5:00 pm, District Office.

June 13, 2018

Annual Health Fair, 3:30-5:30 pm, ASB.

Flyers and posters will be sent to all locations.

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