

## Intradistrict Communication

DATE: March 22, 2017

TO: All Principals  
All Budget Directors

FROM: John Larsen, Business Administrator  
June LeMaster, Ph.D., Administrator, Human Resources  
Heather Ellingson, Director of Accounting, Budgets & Audits  
Cheryl Matson, Director of Insurance Services  
Ron Bird, 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 2016-17 year. Please review these dates as they could have a major effect on your location's ability to operate.

### **INVENTORY REQUISITIONS:**

#### **May 22, 2017 – Traditional Schools**

Last day to enter and approve FY 2016-17 Inventory Requisitions (posted in current year), guaranteed delivery June 1, 2017.

#### **May 26, 2017 – All Locations**

First day to enter next year startup orders. Use FY 2017-18 to post in next year. Use FY 2016-17 to post in current year. Any Inventory Requisitions entered on or after May 26, 2017 to be delivered after July 1, 2017, should be entered as a FY 2017-18 Requisition.

#### **June 1, 2017 – Traditional Schools**

Last day for delivery of FY 2016-17 Inventory orders.

#### **June 9, 2017 – All Locations**

Last day to enter, and for Principals to approve, any FY 2016-17 Inventory Requisitions (posted in current year). Inventory Requisitions to be delivered by June 26, 2017.

#### **June 26, 2017 – All Locations**

Last delivery for all non-food FY 2016-17 Inventory orders.

#### **July 5, 2017 – All Locations**

Continue entering FY 2017-18 Inventory Requisitions. Warehouses resume delivery schedules.

## **PURCHASE REQUISITIONS: All Locations**

### **April 3, 2017**

All FY 2016-17 Purchase Requisitions using the Special Ed budget must be received by the Special Ed department.

### **May 1, 2017**

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

### **May 19, 2017**

Begin entering FY 2017-18 Purchase Requisitions. Select FY 2017-18 to post in next year. Use FY 2016-17 to post in current year. Please enter the respective year in the description field as seen below. **FY 2016-17 Purchase Requisitions can be entered through June 9, 2017. All FY 2017-18 Purchase Requisitions will not be sent to vendors until after July 5, 2017.**

The screenshot displays the 'Requisition Master Information' form. It is divided into two main sections: 'Requisition Setup Information' and 'Requisition Information'.  
In the 'Requisition Setup Information' section, there are two dropdown menus for 'Requisition Group' and 'Fiscal Year'. The 'Requisition Group' dropdown is set to '2017 - 2018 July 1, 2017 - June 30, 2018', and the 'Fiscal Year' dropdown is set to '2016 - 2017 July 1, 2016 - June 30, 2017'. Below these are two radio button options: 'Account allocation by total requisition amount (YMA)' (which is selected) and 'Account allocation by each requisition detail line (YDA)'. There is also a checkbox labeled 'This requisition is used to restock a warehouse' which is currently unchecked. On the right side of this section are three buttons: 'Save and Add Detail', 'Save and Mass Add Detail', and 'Back'.  
The 'Requisition Information' section contains two fields: '\* Batch Number:' with the value '14' and '\* Description:' with the text 'YR 2016 - 2017'. Below the description field, the word 'or' is displayed, followed by 'YR 2017 - 2018'.

### **June 6, 2017**

Last day for P-Card purchases for FY 2016-17.

### **June 9, 2017- All Schools**

Last day to enter, and for Principals to approve, any FY 2016-17 Purchase Requisitions (posted in current year).

### **June 16, 2017**

Last day for Administrator of Schools level approvals for FY 2016-17 Purchase Requisitions. Not guaranteed after this date.

### **July 5, 2017**

All locations continue entering FY 2017-18 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 19, 2017- All Locations**

P-Card Reconciliations due in Accounting.

### **June 7, 2017- All Locations**

All items (mileage reimbursements, NPOs, check requests and “verifications”) to be paid with FY 2016-17 budgets should be approved and received in Accounting by this date. Those received after this date, may be paid with FY 2017-18 budgets.

### **June 9, 2017 - Traditional Schools**

P-Card Reconciliations due in Accounting.

### **June 15, 2017 - Year-round schools and Departments**

P-Card Reconciliations due in Accounting.

### **June 28, 2017- Elementary Schools only**

Last day to submit Cash Receipts.

### **July 5, 2017- All Locations**

FY 2015-16 Mileage Reimbursements Requests due, but if received after June 8, 2016, may be paid with FY 2016-17 budgets.

## **PAYROLL:**

### **June 2, 2017**

**All Locations:** Last day for locations to submit all May timesheets.

**Traditional Schools:** All True Time submissions due. Nutrition Managers approvals due by the end of the day.

### **June 7, 2017- Year-round Schools**

True Time submissions due.

### **June 9, 2017- All Locations:**

True Time 1<sup>st</sup> approvals due.

**June 13, 2017- All Locations:**

True Time final approvals due.

**June 29, 2017- All Locations:**

Last day to enter FY 2016-17 Time Off.

**June 30, 2017**

**All Locations:** Any FY 2016-17 time off to be approved. Time off entered and approved after this date must be denied and entered by the Payroll Department.

**Year-round Schools:** True Time submissions due. Nutrition Managers approvals due by the end of the day.

**July 5, 2017**

**All Locations:** June Payroll due. FY 2017-18 leave days (sick, family sick, personal, alternative) are now available in Skyward to use.

**Traditional Schools and Departments:**

True Time Submissions due.

**July 7, 2017**

**Traditional Schools and Departments:**

True Time 1st approvals due.

**INSURANCE: All Locations**

**May 17, 2017**

Annual Question and Answer Sessions.

3:00 and 4:30 pm, ASB.

**May 22, 2017**

Annual Question and Answer Sessions.

5:00 pm, District Office.

**June 14, 2017**

Annual Health Fair, 3:00-5:30 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  
Ron Bird, Information Systems Director, 801-567-8737**