

ADMINISTRATIVE CIRCULAR NO. 43

Office of the Chief Financial Officer

SAN DIEGO UNIFIED SCHOOL DISTRICT

Date: January 5, 2016

To: School Principals, Child Development Center Administrators, and Division and Department Heads

Subject: 2015-2016 PROCESSING DEADLINES FOR:

- BUDGET TRANSACTIONS FOR YEAR-END
- e-PRO REQUISITIONS (Special Request/Catalog/Direct Connect)
- ELECTRONIC FIELD TRIP REQUESTS
- EMPLOYEE ONLINE EXPENSE REPORTS
- EMPLOYEE ONLINE TRAVEL AUTHORIZATIONS
- INVOICES (such as Athletic Claim Reimbursements)
- PURCHASE OF STOCK/INVENTORY ITEMS FROM DISTRIBUTION SERVICES

Department and/or

Persons Concerned: Persons processing above transactions – Please distribute to all necessary personnel responsible for budgets

Due Date: Deadlines listed below

Action Requested: Observe critical deadlines established below.

Brief Explanation: *****PLEASE PLAN AHEAD for your purchasing decisions*****

To ensure sites and departments do not experience unanticipated expenditures in the new fiscal year, the following fiscal year-end requirements for procurement of materials and services have been implemented. Early action provides adequate lead-time to ensure materials and services are ordered, delivered and expensed before June 30, 2016.

Note: **There will be no carryover budgets for any orders not received and paid in full by June 30, 2016.**

To support the schedule for closing the 2015-16 fiscal year financial records, the following deadlines have been established. Adherence to each deadline is critical:

1. **March 4, 2016** – Last day to **submit and approve** e-Pro Special Request requisitions for the 2015-16 budget year requiring a competitive bid and/or requiring a board-approved contract prior to purchasing. A competitive bid and board approval is required when the total purchases for goods or services exceed \$87,800 or exceed \$15,000 for Public Works projects.

This is a hard deadline; **no exceptions will be made.** E-Pro requisitions requiring a competitive bid and/or require a board-approved contract prior to purchasing, which are **not** submitted and approved by the March 4 deadline, may be submitted for the 2016-17 budget beginning April 18, 2016.

2. **March 11** – Last day to **submit and approve** e-Pro Special Request or Catalog requisitions for the 2015-16 budget for **grant resources expiring on or before June 30, 2016**. A list of expiring resources is attached. If unused, these resources must be used or returned to the State, Federal, or Local agency who allocated the resource.
3. **March 25** – Last day to **submit and approve** Proposition S and Proposition Z site discretionary orders for eligible fixtures, furniture and equipment for the 2015-16 budget year. All orders submitted after this date will be processed in the 2016-17 budget year. Proposition S and Proposition Z site discretionary balances **not used will be** carried over to the 2016-17 budget year.
4. **April 15** – Last day to **submit and approve** all Special or Catalog e-Pro requisitions for **all** funding sources for the 2015-16 budget except for stock/inventory items. See paragraph 7 for stock/inventory items. This is a hard deadline; **no exceptions will be made**. Requisitions submitted and approved after this date will not be ordered and delivered until July 1, 2016.
5. **April 18** – First day to submit e-Pro Special Request and Catalog requisitions for the 2016-17 budget. E-Pro requisitions dated on or after April 18, 2016 will be charged to the 2016-17 budget.

Beginning April 18, 2016, *all e-Pro requisitions will be automatically dated "July 1, 2016."* ***You must successfully budget check your requisition before you submit for approval. Preliminary budgets for 2016-17 will be loaded in PeopleSoft at a later date. Before leaving for the summer, budget check and approve all your requisitions.*** The Strategic Sourcing and Contracts department will process approved 2016-17 requisitions beginning July 1, 2016. Goods will be delivered after July 1, 2016.

6. **May 23** – Last day to **submit and approve** all e-Pro Direct Connect requisitions to the 2015-16 budget. A list of companies participating in the Direct Connect process is enclosed.
7. **May 31** – Last day to order stock/inventory items, including copier paper, through Distribution Services to be charged to the 2015-16 budget. Orders submitted after this date will be charged to the 2016-17 budget.
8. **May 31** – Last day to order printing services to be charged to the 2015-16 budget. Printing requests submitted after this date will be charged to the 2016-17 budget.
9. **May 31** - Last day to notify Financial Planning and Development Analysts to close any Purchase Orders related to the 2015-16 budget.
10. **May 31** - Last day to notify Financial Planning and Development Analysts of any year-end expense transfers to ensure timely year-end clean-up.
11. **May 16** – Last day for School Site Council to approve all Title 1 budget adjustments for the 2015-16 budget.

12. **June 3** – Last day to electronically submit Field Trip Transportation Requests for the 2015-16 budget. All field trips scheduled to take place on or before June 30, 2016 and requested by this date will be charged to the 2015-16 budget. Field trips scheduled for July 1, 2016 or later will be charged to the 2016-17 budget.

If the field trip is to be reimbursed, a check made payable to San Diego Unified School District must be attached to a printed copy of the Field Trip Transportation Request, and mailed to the Financial Planning and Development Analyst.

13. **June 10** – Last day to make procurement card purchases for the 2015-16 budget. Ensure any phone orders are placed will be posted to the statement no later than June 15. Purchases not appearing on the June 15, 2016 procurement card statement will be charged to the 2016-17 budget.

14. **June 10** – Last day to deliver invoices to be charged to the 2015-16 budget to the Accounts Payable department.

Invoices received by sites and departments totaling \$500 or more after the deadline must be entered on the Year-End Accrual form which will be distributed in March 2016 with the administrative circular titled “2015-16 Accounts Payable Year-End Accrual Items.”

15. **June 16** – Last day for all employees to submit online expense reports for travel or mileage expenses incurred through June 16, 2015 for the 2015-16 budget.

In order to properly budget check, expense reports must be in a “submitted” status. A budget status of “Valid” must also display before the expense report can be fully approved. Budget check can be manually run by the department level approver. Automatic budget check takes place nightly at 9:00 p.m.

Expense reports are mandatory for all travel authorizations, even in cases where registration, lodging or airfare was prepaid by Accounts Payable and no reimbursement is due to the traveling employee. Contact the Accounts Payable department if you have any questions about this requirement.

Note: Submission of online expense reports by June 16, 2016 may only include mileage or expenses that have actually been incurred through June 16. **Expense reports must be created, approved and processed for payment in the same fiscal year.** A new expense report must be created on or after July 18, 2016, for any activity between June 17 - June 30.

Expense reports created, but not processed for payment by Accounts Payable by June 30, 2016 will be *denied*. Replacement expense reports will need to be recreated on or after July 18, 2016, for processing against the 2016-17 budget in the usual manner.

16. **June 16** – Last day for all employees to submit online travel authorizations for professional development events which need to be encumbered or have prepayments for the 2015-16 budget. All travel authorizations must have valid budget statuses and be fully approved at the branch approver level by this date. Ample time must be allowed for Accounts Payable

staff to process requested prepayments for airfare, hotel or conference registration fees on or before June 30, 2016. Travel authorizations not fully approved by this date will be denied and replacements must be created and submitted on or after July 18, 2016, which will encumber the 2016-17 budget.

17. **July 1** – First day to **submit and approve** Direct Connect e-Pro requisitions to be charged to the 2016-17 budget. A list of companies participating in the Direct Connect process is attached.

PLEASE DO NOT WAIT UNTIL THE FINAL DEADLINE DATE TO SUBMIT YOUR ORDERS

Vendors do not always run transactions or issue invoices on time. Early action is needed to ensure sites and departments do not experience unanticipated expenditures in the following fiscal year when the same resources may not be appropriated. **There will be no carryover budgets for any orders not received and paid in full by June 30, 2016**

Invoices, travel authorizations, and expense reports processed or received after the deadlines will be processed after July 1, 2016 and charged to the 2016-17 budget. These items should be delivered to Accounts Payable, Eugene Brucker Education Center, Room 3141, unless otherwise specified.

For additional information or questions regarding e-Procurement, please contact Robin Hoffpauir at (858) 522-5805. For questions regarding expense reports, please contact Nancy Monaghan at (619) 725-7756. For all other questions, please call the Financial Planning and Development department hotline at (619) 725-7585.

APPROVED:



Jenny Salkeld
Chief Financial Officer



Drew Rowlands
Chief Operations Officer

JS:vb

Attachment

Distribution: A, C, D, E, and F

SAN DIEGO UNIFIED SCHOOL DISTRICT
Finance Division
Budget Operations Department

Expiring Resources

January 1, 2016 through June 30, 2016

| Resource Number | Budget Reference (if not 00) | Resource Description | Expiration Encumbrance Deadline | Expiration Payment Deadline |
|------------------------|-------------------------------------|---|--|------------------------------------|
| 91030 | | Linked Learning SDCOE | 06/30/15 | 06/30/15 |
| 90158 | 16 | Price Charities: School in the Pk Program | | 06/30/16 |
| 90161 | 16 | Price Charities Grants | | 06/30/16 |
| 90182 | 16 | SDSU to Collaborative Sites | | 06/30/16 |
| 90912 | | First Five: Kinderstart Ready | | 04/30/16 |
| 90629 | | Sped Res & Innov FSU Project | 07/01/15 | 07/01/15 |

SAN DIEGO UNIFIED SCHOOL DISTRICT
Office of the Deputy Superintendent of Business
Strategic Sourcing and Contracts Department

January 1, 2016

Vendors Participating in Direct Connect Ordering Process

| Office/Technical Supplies | Classroom Supplies | Maintenance, Repair & Operations |
|--|--|---|
| Office Solutions Independent Stationers Office Depot | Fisher Science Education Lakeshore Learning Materials School Specialty (multiple divisions) Abilitations Childcraft ClassroomDirect.com Delta Education Frey Scientific Premier Agendas Sax Arts & Crafts School Specialty/Education Essentials Sportime Teachers Discount | Grainger Graybar HD Supply Waxie Wesco Distribution |