

**SAN DIEGO UNIFIED SCHOOL DISTRICT**

**Date:** January 9, 2015

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

**Subject:** 2014-2015 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

**Reference:**

**Action Requested:** Observe critical deadlines established below.

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

It is very important to allow adequate lead-time to ensure materials and services can be properly ordered, delivered and expensed on or before June 30, 2015. Vendors do not always run transactions or send 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, 2015.***

To support the schedule for closing the 2014-15 fiscal year financial records, the following deadlines have been established. Adherence to each deadline is critical:

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

1. **March 6** – Last day to **submit and approve** e-Pro Special Request requisitions for the 2014-15 budget that will require a competitive bid prior to purchasing and/or will require a board-approved contract prior to purchasing. A competitive bid and board approval is required when the total purchases for goods or services exceed \$86,000 or exceed \$15,000 for Public Works projects.

This is a hard deadline; **there will be no exceptions.** E-Pro requisitions that require a competitive bid prior to purchasing and/or require a board-approved contract prior to purchasing, which are **not**

submitted and approved by the March 6 deadline, must be submitted for the 2015-16 budget beginning April 17.

2. **March 13** – Last day to **submit and approve** e-Pro Special Request or Catalog requisitions for the 2014-15 budget for *grant resources that expire on or before June 30, 2015*. Enclosed is a list of expiring resources. These resources must be used or returned to the agency (State, Federal or Local) which allocated the resource.
3. **March 27** – Last day to **submit and approve** Proposition S and Proposition Z site discretionary orders for eligible fixtures, furniture and equipment for the 2014-15 budget year. All orders submitted after this date shall be processed in the 2015-16 budget year. Proposition S and Proposition Z site discretionary balances **not** used will be carried over to the 2015-16 budget year.
4. **April 17** – Last day to **submit and approve** all Special or Catalog e-Pro requisitions for *all* funding sources for the 2014-15 budget. This does not include stock/inventory items, which are also ordered through the catalog. For inventory or stock items, please see paragraph 6. This is a hard deadline; **there will be no exceptions**. Requisitions submitted and approved after this date will not be ordered and delivered until July 1, 2015.

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, 2015.**

5. **April 20** – First day to submit e-Pro Special Request and Catalog requisitions for the 2015-16 budget. E-Pro requisitions dated on or after April 20, 2015 will be charged to the 2015-16 budget.

On April 20, 2015, *all e-Pro requisitions will be automatically dated "July 1, 2015."* **You must successfully budget check your requisition before you submit for approval. Preliminary budgets for 2015-16 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 office will process approved 2015-16 requisitions beginning July 1, 2015. Goods will be delivered after July 1, 2015.

6. **May 22** – Last day to **submit and approve** all e-Pro Direct Connect requisitions to the 2014-15 budget. A list of companies participating in the Direct Connect process is enclosed.
7. **May 29** – Last day to order stock/inventory items, including copier paper, through Distribution Services to be charged to the 2014-15 budget. Orders submitted after this date will be charged to the 2015-16 budget.
8. **June 1** – Last day to notify Financial Planning and Development Analyst of any Purchase Orders related to the 2014-2015 budget to be closed.
9. **June 1** – Last day to notify Financial Planning and Development Analyst of any year-end expense transfers. This will ensure timely year-end clean-up.

10. **June 1** – Last day for School Site Council to approve all Title 1 budget adjustments for the 2014-2015 budget.
11. **June 5** – Last day to submit Field Trip Transportation Requests electronically to the 2014-15 budget. All field trips scheduled to take place on or before June 30, 2014 and requested by this date will be charged to the 2014-15 budget. Field trips scheduled for July 1, 2015 or later will be charged to the 2015-16 budget.

If the field trip is to be reimbursed, a check 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.

**Each site/department must submit field trip requests three weeks in advance. Any trip scheduled for June 30, 2015 must be requested no later than June 5, 2015.**

12. **June 9** – Last day to make procurement card purchases to the 2014-15 budget. Any phone orders will need to be placed by such a date that the vendor will ensure posting to the June 15 statement. **Purchases that do not appear on the June 15, 2015 procurement card statement will be charged to the 2015-16 budget.** Vendors do not always run transactions on time. Do not wait until the deadline to make your purchases. 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.
13. **June 12** – Last day to deliver invoices to be charged to the 2014-15 budget to the Accounts Payable department. Examples are: athletic reimbursement claims, invoices from consultants, or any invoices mailed to sites or departments.

Invoices totaling \$500 or more received by sites and departments after the deadline must be entered on a “2014-15 Accounts Payable Year-End Accrual Items” form. An administrative circular titled “2014-15 Accounts Payable Year-End Accrual Items” will be forthcoming in March 2015.

14. **June 16** – Last day for all employees to submit online expense reports for travel or mileage through June 16, 2015 for the 2014-15 budget. Ample time must be allowed for Accounts Payable staff to process and pay expense reports on or before June 30, 2015.

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. Call the Accounts Payable department if you have any questions about this requirement.

Expense reports must be in a “submitted” status in order to budget check. Budget check must return a status of “valid” to be eligible for approval. Budget check can be manually run by the department level approver and automatic budget check takes place nightly at 9:00 p.m.

**Note: You may not submit a claim, such as mileage, for future date activity. Submission of online expense reports by June 16, 2015 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. Activity for June 17 – June 30 will need to be recorded on a new report created on or after July 6, 2015.**

**Expense reports created, but not processed for payment by Accounts Payable by June 30, 2015 will be *denied*. Those employees will have to create replacement expense reports on or after July 6, 2015, which will be processed against the 2015-16 budget in the usual manner.**

15. **June 16** – Last day for all employees to submit online travel authorizations for professional development events that need to be encumbered or have prepayments for the 2014-15 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, 2015. Travel authorizations not valid and approved by this date must be denied and replacements must be created and submitted on or after July 6, 2015, which will encumber the 2015-16 budget.
16. **July 1** – First day to **submit and approve** Direct Connect e-Pro requisitions to be charged to the 2015-16 budget. A list of companies participating in the Direct Connect process is enclosed.

Items listed above that are received after the deadlines will be processed after July 1, 2015 and charged to the 2015-16 budget. All items listed 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  
Interim 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, 2015 through June 30, 2015**

<b>Resource Number</b>	<b>Budget Reference (if not 00)</b>	<b>Resource Description</b>	<b>Expiration Encumbrance Deadline</b>	<b>Expiration Payment Deadline</b>
90158	15	Price Charities: School in the Pk Program		06/30/15
90161	15	Price Charities Grants		06/30/15
58246	14	HIV Program Grant		07/31/14
58247	14	Surveillance Program Grant		07/31/14
58600	ALL	Arts in Education Grant		12/31/14
92011	ALL	Improving Teacher Quality		09/30/14
40360		Title II: Administrator's Training		09/30/14
74050		Common Core		06/30/15
74052		Common Core		06/30/15
74053		Common Core		06/30/15
74054		Common Core		06/30/15
74000		QEIA		06/30/15

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

January 1, 2015

**Vendors Participating in Direct Connect Ordering Process**

<b>Office/Technical Supplies</b>	<b>Classroom Supplies</b>	<b>Maintenance, Repair &amp; Operations</b>
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