

SAN DIEGO UNIFIED SCHOOL DISTRICT

Date: January 27, 2012

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

Subject: 2011-2012 PROCESSING DEADLINES FOR:

- e-PRO REQUISITIONS (Special Request/Catalog/Direct Connect)
- ELECTRONIC FIELD TRIP REQUESTS
- EMPLOYEE ONLINE EXPENSE REPORTS
- INVOICES (such as Athletic Claim Reimbursements)
- PURCHASE OF COPIER PAPER FROM DISTRIBUTION SVCS.

**Department and/or
Persons Concerned:** Persons processing above transactions – Please distribute to all
necessary personnel responsible for budgets

Due Date: Deadlines listed below

Reference: 2011-12 Spending Guidelines memo revised October 6, 2010

Action Requested: Observe critical deadlines established below.

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

Due to our continuing financial challenges, it is necessary to significantly accelerate the deadline dates to request materials and services with resources that must be expended during 2011-12.

It is very important to allow adequate lead-time to ensure materials and services can be properly encumbered, ordered, delivered and expensed on or before June 29, 2012. 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 for by June 29, 2012.*

To support the schedule for closing the 2011-12 fiscal year financial records, the following deadlines have been established. Adherence to each deadline is critical:

1. **March 9** – Last day to submit **and approve** e-Pro Special Request requisitions against the 2011-12 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 \$78,900 or exceed \$15,000 for Public Works projects.

This is a hard deadline; **there will be no exceptions.** E-Pro requisitions that will require a competitive bid prior to purchasing and/or will require a board-approved contract prior to purchasing, which are **not** submitted and approved by the March 9 deadline, must be submitted against the 2012-13 budget beginning April 20.

2. **March 16** – Last day to submit **and approve** e-Pro Special Request or Catalog requisitions against the 2011-12 budget for *grant resources that expire on or before June 30, 2012*. 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. **April 20** – Last day to submit **and approve** all Special or Catalog e-Pro requisitions for *all* funding sources against the 2011-12 budget. This is a hard deadline; **there will be no exceptions**. Requisitions submitted and approved after this date will not be ordered and delivered until after July 2, 2012.

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 for by June 29, 2012.**

4. **April 23** – First day to submit e-Pro Special Request and Catalog requisitions against the 2012-13 budget. E-Pro requisitions dated on or after April 23, 2012 will be charged against the 2012-13 budget.

On April 23, 2012, *all e-Pro requisitions will be automatically dated "July 1, 2012."* **You must successfully budget check your requisition before you submit for approval. Preliminary budgets for 2012-13 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 2012-13 requisitions beginning July 2, 2012. Goods will be delivered after July 2, 2012.

5. **May 25** – Last day to submit **and approve** all e-Pro Direct Connect requisitions against the 2011-12 budget. A list of companies participating in the Direct Connect process is enclosed.
6. **June 1** – Last day to order copier paper through Distribution Services to be charged to the 2011-12 budget. Orders submitted after this date will be charged to the 2012-13 budget.
7. **June 8** – Last day to submit Field Trip Transportation Requests electronically against the 2011-12 budget. All field trips scheduled to take place on or before June 29, 2012 and requested by this date will be charged to the 2011-12 budget. Field trips scheduled for July 2, 2012 or later will be charged to the 2012-13 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 Transportation Department.

Each site/department must submit field trip requests three weeks in advance. Any trip scheduled for June 29, 2012 must be requested no later than June 8, 2012.

8. **June 12** – Last day to make procurement card purchases against the 2011-12 budget. Any phone orders will need to be placed by such a date that the vendor will ensure posting to the June 15th statement. **Purchases that do not appear on the June 15, 2012 procurement card statement will be charged to the 2012-13 budget.** Vendors don't always run transactions on time. Don't 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.

9. **June 15** – Last day to deliver invoices to be charged against 2011-12 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 “2011-12 Accounts Payable Year-End Accrual Items” form. An administrative circular titled “2011-12 Accounts Payable Year-End Accrual Items” will be forthcoming in March 2012.

10. **June 19** – Last day for **all** employees to submit online expense reports for travel or mileage through June 2012 against the 2011-12 budget. Ample time must be allowed for Accounts Payable staff to physically process and pay expense reports on or before June 29, 2012.

Expense reports are mandatory for all travel authorizations, even in cases where registration, lodging or airfare was prepaid by Accounts Payable and there is no reimbursement due 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 dates. Submission of online expense reports by June 19, 2012 may only include mileage or expenses that have actually been incurred. Expense reports must be created, approved and processed for payment in the same fiscal year.

Expense reports created, but not processed for payment by Accounts Payable by June 29, 2012 will be *denied*. Those employees will have to create replacement expense reports on or after July 2, 2012, which will then be processed against the 2012-13 budget in the usual manner.

11. **July 2** – First day to submit **and approve** Direct Connect e-Pro requisitions to be charged to the 2012-13 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 2, 2012 and charged to the 2012-13 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 Sandy Davis at (619) 725-7756. For all other questions, please call the Budget Department hotline at (619) 725-7585.

Director, Budget Development
Finance Division

APPROVED:

Ron Little
Chief Financial Officer

AS:vb

Attachment

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