

SAN DIEGO UNIFIED SCHOOL DISTRICT

Date: April 13, 2016

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

Subject: 2015-16 ACCOUNTS PAYABLE YEAR-END ACCRUAL ITEMS

Department and/or Persons Concerned: Persons responsible for budgets

Due Date: June 30, 2016

Reference: Administrative Circular 43, dated January 5, 2016

Action Requested: Submit all requests for 2015-16 accounts payable accruals to the Accounts Payable Unit by the due date. **It is mandatory to return Accounts Payable Accrual forms whether or not there are any charges.**

Brief Explanation:

All goods and services received by June 30, 2016 must be charged to the 2015-16 fiscal year. Forward all invoices for these goods or services to the Accounts Payable Unit for payment processing no later than June 30, 2016.

Accounts Payable must be informed if any 2015-16 financial obligations exist for goods or services that will be received by June 30, 2016 **other than purchase orders**. Please complete a Request for 2015-16 Accounts Payable Accrual form and submit it to the Accounts Payable Unit before June 30, 2016. The form is attached to this circular and may be photocopied. **There may be only one payee and one obligation per form.**

Please follow these guidelines:

1. **For expenses incurred after May 27, 2016** (traditional schools) **or June 3, 2016** (year-round schools), verify that goods or services will be received on or before June 30, 2016. For deadline regarding expenses incurred prior to May 27, 2016, reference Administrative Circular 43, 2015-16 Processing Deadlines, dated January 5, 2016.
2. **Thoroughly complete** each item on individual Request for 2015-16 Accounts Payable Accrual forms to prevent improper accounting treatment of expenses. There may be only one payee and one item on each form, and the invoice total should be at least \$500.00.

Note: **The amount listed must not exceed the *actual* value of services/merchandise already received but not invoiced.**

If there are any questions regarding the amount to record please contact your Financial Planning Analyst prior to submission.

3. **Submit the form no later than June 30, 2016** to the Accounts Payable Unit, Eugene Brucker Education Center, Room 3141. **Note: It is mandatory to return the form even if there are no charges to report.** If there are no charges to report, write “None” at the top of the form and be sure to complete the middle section of the form with your name, your location’s name, your signature, and your four-digit department ID number. This is very important for tracking purposes.
4. **When the actual invoice is received, clearly mark it Prior year accrual 2015-16** before sending it to Accounts Payable for payment processing.
5. **Do not include** Associated Student Body (ASB) obligations.
6. **Do not include** purchase order obligations. The last day for entering e-Pro requisitions for this fiscal year was March 11, 2016 for resources that will not carry over to the 2016-17 fiscal year and April 15, 2016 for all other resources.

For a list of resources that will not carry over refer to Administrative Circular 43, 2015-16 Processing Deadlines dated January 5, 2016. Please contact your Financial Planning Analyst in case there are other resources that did not meet the circular’s publishing deadline.

For information or questions contact Nancy Monaghan, Accounts Payable Manager, Finance Division at (619) 725-7756 or nmonaghan@sandi.net.

Nancy Monaghan
Accounts Payable Manager

APPROVED:



Jenny Salkeld
Chief Financial Officer

JS:vb

Attachment

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

REQUEST FOR 2015-2016 ACCOUNTS PAYABLE CHARGES (For goods and services not invoiced by June 20, 2016, but to be delivered by June 30, 2016)
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**DO NOT INCLUDE: ASSOCIATED STUDENT BODY OR
PURCHASE ORDER OBLIGATIONS**

Payee/Vendor Name: _____

(Please Note: There may be only ONE payee and one transaction per form)

Description of Item or Service Received *and Invoice Number, if known.*

Date Item or Service Received _____

Budget Number to be charged _____

Amount \$ _____

Manager with budget responsibility:	
Name _____	Location Name _____
Signature _____	Dept. ID Number _____
<p>When the actual invoice is received, <i>clearly mark it</i> PRIOR YEAR ACCRUAL 2015-2016, before sending it to the Accounts Payable Dept. for payment processing</p>	



**Return to Accounts Payable Dept., Eugene Brucker Education Center,
Room 3141, no later than June 30, 2016.**

NOTE:

The amount listed must not exceed the *actual* value of services/merchandise already received, but not invoiced.

If you're unsure about the appropriate amount to record, please contact your budget analyst prior to submission.