

ADMINISTRATIVE CIRCULAR NO. 206
Office of the Chief Business Officer

SAN DIEGO UNIFIED SCHOOL DISTRICT

Date: April 10, 2020

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

Subject: **REVISED** 2019-20 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:

Due to the recent closure of schools to prevent the spread of COVID-19, some of the dates have been revised to give adequate time 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, 2020. To support the schedule for closing the 2019-20 fiscal year financial records, the following deadlines have been established. Adherence to each deadline is critical.

*****PLEASE PLAN AHEAD*****

**Do not wait until the final deadlines to make your purchasing decisions.
There will be no carryover budgets for orders not received and
paid in full by June 30, 2020.**

~~March 20, 2020~~
~~May 1, 2020~~

DEADLINE and LAST DAY for sites to submit e-Pro requisitions for payment of 2019-20 AP/IB/PSAT Test Fees.

~~April 24, 2020~~
~~May 1, 2020~~

DEADLINE and LAST DAY to submit and approve e-Pro Special Request or Catalog requisitions for the 2019-20 budget for:

- All funding sources, except 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 until July 1, 2020, and will be charged to the 2020-21 budget
- **Grant resources expiring on or before June 30, 2020.** A list of expiring resources is attached (Attachment 1). These resources must be used or will be returned to the state, federal, or local agency who allocated the resource.

~~May 22, 2020~~
~~May 15, 2020~~

DEADLINE and LAST DAY to submit and approve all e-Pro Direct Connect requisitions to be charged to the 2019-20 budget. A list of companies participating in the Direct Connect process is enclosed (Attachment 2).

May 22, 2020

DEADLINE and LAST DAY to submit and approve e-Pro Special Request or Catalog requisitions for the 2019-20 budget for:

- **Proposition S, Proposition Z, and Measure YY** site discretionary orders for eligible fixtures, furniture and equipment. All orders submitted after this date will be processed in the 2020-21 budget year. Proposition S, Proposition Z, and Measure YY site discretionary balances not used **will be** carried over to the 2020-21 budget.

May 29, 2020

DEADLINE and LAST DAY to electronically submit Field Trip Transportation Requests for the 2019-20 budget. All field trips scheduled to take place before March 16, 2020 will be charged to the 2019-20 budget. Field trips scheduled for July 1, 2020 or later will be charged to the 2020-21 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 Finance Division, Eugene Brucker Education Center, Room 3209.

May 29, 2020

DEADLINE and LAST DAY to notify Finance Division analysts to:

- **Close any Purchase Orders** related to the 2019-20 budget.
- **Process any year-end expense transfers** to ensure timely year-end clean-up.

May 29, 2020 **LAST DAY for School Site Council to approve all Title I budget adjustments including projected expenses through June 30 for the 2019-20 budget.**

May 29, 2020 **DEADLINE and LAST DAY to order:**

- **Stock/Inventory items**, including copier paper through Distribution Services to be charged to the 2019-20 budget. Orders submitted after this date will be charged to the 2020-21 budget.
- **Printing services** to be charged to the 2019-20 budget. Printing requests submitted after this date will be charged to the 2020-21 budget.

~~May 4, 2020~~ **FIRST DAY to submit e-Pro Special Request and Catalog**
June 1, 2020 **requisitions for the 2020-21 budget.**

ALL e-Pro special request and catalog requisitions submitted after the deadlines listed above will be automatically dated “*July 1, 2020,*” and charged to the 2020-21 budget. **Before leaving for the summer, all requisitions must be successfully budget-checked and fully approved.** Preliminary budgets for 2020-21 will be loaded in PeopleSoft at a later date. The Strategic Sourcing and Contracts Department will process all approved 2020-21 requisitions beginning July 1, 2020. Goods will be delivered after July 1, 2020.

June 5, 2020
(Submit TAs) **DEADLINE and LAST DAY to Submit Travel Authorizations for staff professional development events.** *Please Note:* TAs for travel occurring June 6, 2020 through July 8, 2020, are **required** and must be submitted by this deadline, even though the travel and expense portal will be closed during that period.

June 15, 2020
(Full Approval TAs) **DEADLINE and LAST DAY for Full Approval of all submitted Travel Authorizations for staff professional development events.**

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.

Travel authorizations not fully approved by June 15, 2020, will be denied. If travel dates have not passed, replacement TAs can be created and submitted on or after July 9, 2020. Travel expenses cannot be accrued at fiscal year-end.

June 5, 2020
(Submit ERs) **DEADLINE and LAST DAY to Submit Expense Reports for travel or mileage expenses incurred up to the submission date, to be charged to the 2019-20 budget.**

June 15, 2020
(Full Approval ERs)

DEADLINE and LAST DAY for Full Approval of all submitted Expense Reports for travel or mileage expenses incurred up to the submission date, to be charged to the 2019-20 budget.

Expense reports are mandatory for all travel authorizations, even when no reimbursement is due to the traveling employee, and must be created, submitted, budget-checked, approved and processed for payment in the same fiscal year. Expense Reports for completed travel and mileage reimbursement must be submitted and fully-approved by June 15, 2020, to be charged to the current year budget.

Expense reports may only include mileage or expenses that have actually been incurred prior to the expense report submission date.

A new expense report must be created on or after July 9, 2020, for reimbursement of any travel or mileage expenses incurred but not reported and approved by June 15, 2020. These expenses will be charged to the 2020-21 budget. Expense reports created but not processed for payment by June 30, 2020, will be denied, and replacement expense reports will need to be created on or after July 9, 2020, for processing against the 2020-21 budget.

June 15, 2020

DEADLINE and LAST DAY to deliver invoices to Accounts Payable to be charged to the 2019-20 budget.

Examples include athletic reimbursement claims, consultant invoices, or any invoices mailed directly to sites. Invoices received by sites and departments after the deadline, and not forwarded to Accounts Payable, must be entered on the Year-End Accrual Form which will be distributed in April 2020, attached to Administrative Circular titled "2019-20 Accounts Payable Year-End Accrual Items."

June 15, 2020

DEADLINE for P-Card transactions to Post in the JPM PaymentNet system for payment from the 2019-20 budget.

Vendors do not always process online transactions immediately. Email, online, and phone orders should be placed well in advance of this deadline to ensure transactions are **posted to PaymentNet** on or before June 15. Purchases posted in PaymentNet beginning June 16, 2020, will be charged to the 2020-21 budget. Purchases not reviewed and approved by statement close will be posted using the default budget string assigned in PaymentNet.

July 1, 2020

FIRST DAY to submit and approve e-Pro Direct Connect requisitions to be charged to the 2020-21 budget. A list of companies participating in the Direct Connect process is enclosed (Attachment 2).

PLEASE PLAN AHEAD FOR YOUR YEAR-END PURCHASES, EXPENSE REPORTS, AND TRAVEL AUTHORIZATION SUBMISSIONS! 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, 2020.

Accounts Payable (A/P) staff will make every effort to pay invoices received in A/P after the June 15 deadline by the June 30, 2020, year-end close. Invoices not paid by June 30, 2020, (for payment against 2019-20 POs) will be held for payment until fiscal year-end processes are completed at the end of July, and will be charged to the 2020-21 budget. New travel authorizations and expense reports may be submitted on or after July 9, 2020. Original invoices and travel receipts should be delivered to Accounts Payable, Eugene Brucker Education Center, Room 3141, unless otherwise specified.

For additional information or questions regarding e-Procurement, refer to the Strategic Sourcing and Contracts Point of Contact list (Attachment 3). For questions regarding travel authorizations or travel expense reports, please contact Terry Marino at tmarino@sandi.net. Please contact the Financial Planning, Monitoring, and Accountability Department for other fiscal year-end finance questions.

Jodie Macalos
Controller

APPROVED:

Debbie Foster
Executive Director, Finance Division

Drew Rowlands
Chief Operations Officer

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Attachments (3)