

Routing: School Principals, Division and Department Heads	SITE OPERATIONS BULLETIN School Year 2023-2024	BULLETIN NUMBER: 43 DATE: January 29, 2024 DUE DATE: Deadlines listed below
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Title: 2023-24 PROCESSING DEADLINES

Issuing Department: Accounts Payable

Reference: None

Action Requested: Observe critical deadlines established below.

Summary: 2023-24 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
- Invoice Submission (such as Athletic Claim Reimbursements)
- Purchase Card Transactions
- Purchase of Stock/Inventory Items from Distribution Services

Brief Explanation: To support the schedule for closing the 2023-24 fiscal year financial records and ensure sites and departments do not experience unanticipated expenditures in 2024-25, please follow the fiscal year-end requirements for procurement of materials and services listed below. **Adherence to each deadline is critical.**

Early action provides adequate lead-time to ensure materials and services are ordered, delivered and expensed before June 28, 2024.

*****SIGNIFICANT DELAYS IN SUPPLY CHAIN CAN AFFECT YOUR ORDERS*****

*****PLEASE PLAN AHEAD AND GET YOUR ORDERS IN EARLY*****

**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 28, 2024.**

Feb 29, 2023	6th Annual End-of-Year Conference on Best Practices in Procurement, Contracting, and Year-end closeout, 12:30 pm – 2:30 pm. The Agenda for the Conference can be found on the registration page. Please register at: https://sandiegounified.truenorthlogic.com/U/P/Tab/Home
April 8, 2024	Using Manage Reqs, START identifying which Reqs and POs need to be closed out. Email your list of identified requisition numbers and purchase order numbers to Robin Hoffpauir at rhoffpauir@sandi.net
April 15, 2024	DEADLINE and LAST DAY to submit and approve e-Pro Special Request requisitions for the 2023-24 budget for: <ul style="list-style-type: none"> ● All funding sources <i>except</i> stock/inventory items. This is a hard deadline for ePros; no exceptions will be made. Requisitions submitted and approved after this date will not be ordered until July 1, 2024 and will be charged to the 2024-25 budget. ● Grant resources expiring on or before June 30, 2024. 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.
April 15, 2024	DEADLINE and LAST DAY for ALL departments and school sites to enter and save placeholder requisition in PeopleSoft to pre-encumber an invoice amount that is unknown. <ul style="list-style-type: none"> ● Once the invoice is received by the department or school site, the requisition can be submitted for approval. ● The deadline for stock/inventory items has been extended, so it is not necessary to create placeholder requisitions for stock/inventory items.
May 10, 2024	DEADLINE and LAST DAY to submit and approve all e-Pro Direct Connect requisitions to be charged to the 2023-24 budget. A list of companies participating in the Direct Connect process is enclosed (Attachment 2).
May 17, 2024	DEADLINE and LAST DAY to order Printing services to be charged to the 2023-24 budget. Printing requests submitted after this date will be charged to the 2024-25 budget.

<p>May 17, 2024</p>	<p>DEADLINE and LAST DAY to notify Finance Analyst to:</p> <ul style="list-style-type: none"> ● Close any Purchase Orders related to the 2023-24 budget. ● Process any year-end expense transfers to ensure timely year-end clean-up.
<p>May 17, 2024</p>	<p>LAST DAY for School Site Council to approve all Title I budget adjustments including projected expenses through June 30 for the 2023-24 budget.</p>
<p>May 24, 2024</p>	<p>DEADLINE and LAST DAY to submit Purchase Card Limit Requests. This allows for merchant processing time in order for charges to post to 2023-24 budget.</p>
<p>May 24, 2024</p>	<p>DEADLINE and LAST DAY to electronically submit Field Trip Transportation Requests for the 2023-24 budget. All field trips requested by May 24, 2024, and scheduled to take place on or before June 28, 2024 will be charged to the 2023-24 budget. Field trips scheduled for July 1, 2024 or later will be charged to the 2024-25 budget.</p> <p>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.</p>
<p>May 31, 2024</p>	<p>FIRST DAY to submit e-Pro Special Request and Catalog requisitions for the 2024-25 budget.</p> <p>ALL e-Pro special request and catalog requisitions submitted after the deadlines listed above will be automatically dated “<i>July 1, 2024</i>” and charged to the 2024-25 budget. Before leaving for the summer, all requisitions must be successfully budget-checked and fully approved. Preliminary budgets for 2024-25 will be loaded in PeopleSoft at a later date. The Strategic Sourcing and Contracts Department will process all approved 2024-25 requisitions beginning July 1, 2024. Goods will be delivered after July 1, 2024.</p>
<p>May 31, 2024</p>	<p>DEADLINE and LAST DAY to order Stock/Inventory items including copier paper through Distribution Services to be charged to the 2023-24 budget. Orders submitted after this date will be charged to the 2024-25 budget.</p> <p>Summer School sites - Deadline and Last Day to submit requisitions for janitorial, paper, office forms, and PPE.</p>
<p>May 31, 2024</p>	<p>DEADLINE for departments and school sites to clear-out/cancel all unused placeholder requisitions by the end of the day.</p>

<p>June 7, 2024</p>	<p>DEADLINE and LAST DAY to <u>submit</u> Travel Authorizations for staff professional development events.</p> <p><i>Please Note:</i> The PeopleSoft travel and expense portal will be closed June 8, 2024 through July 9, 2024 - re-opening on July 10, 2024. Although the travel portal will be offline beginning June 8, fully approved TAs are <i>still required</i> for travel occurring during that time. Please make sure to note this deadline and submit all TAs with adequate time to be fully approved prior to the travel dates.</p>
<p>June 17, 2024</p>	<p>DEADLINE and LAST DAY for <u>full approval</u> of all submitted Travel Authorizations for staff professional development events.</p> <p>All travel authorizations must have valid budget status 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.</p> <p>Travel authorizations not fully approved by June 17, 2024, will be denied. If travel dates have not passed, replacement TAs can be created and submitted on or after July 10, 2024. <u>Travel expenses cannot be accrued at fiscal year-end.</u></p>
<p>June 7, 2024</p>	<p>DEADLINE and LAST DAY to submit Expense Reports for travel or mileage expenses incurred up to the submission date, to be charged to the 2023-24 budget.</p>
<p>June 17, 2024</p>	<p>DEADLINE and LAST DAY for <u>full approval</u> of all submitted Expenses Reports for travel or mileage expenses incurred up to the submission date, to be charged to the 2023-24 budget.</p> <p>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 17, 2024 to be charged to the 2023-24 budget.</p> <p>Expense reports may only include mileage or expenses that have actually been incurred prior to the expense report submission date.</p> <p>A new expense report must be created on or after July 10, 2024 for reimbursement of travel or mileage expenses incurred but not submitted and approved by June 17, 2024. These expenses will be charged to the 2024-25 budget. Expense reports created but not processed for payment by June 28, 2024 will be denied, and replacement expense reports will need to be created on or after July 10, 2024 for processing against the 2024-25 budget.</p>

<p>June 10, 2024</p>	<p>DEADLINE for P-Card transactions to Post to the JPM PaymentNet system for payment from the 2023-24 budget.</p> <p>This is a hard deadline; no exceptions will be made. Please allow sufficient time for your purchase to post to your P-Card statement by June 10, 2024. Vendors do not always process online transactions immediately, or they charge the card the day item(s) ship, which can be several days later. For this reason, last minute p-card purchases might not post in time to be paid with 2023-24 funds. Email, online, and phone orders should be placed well in advance of this deadline to ensure transactions are posted to PaymentNet accounts on or before June 10, 2024. Purchases posted in PaymentNet after the statement cut-off will be charged to the 2024-25 budget. Purchases not reviewed and approved by statement close will be posted using the default budget string assigned in PaymentNet. <u>P-Card transactions cannot be accrued at fiscal year-end.</u></p>
<p>June 11, 2024</p>	<p>DEADLINE and LAST DAY to deliver invoices to Accounts Payable to be charged to the 2023-24 budget.</p> <p>Invoices for payment processing must be <i>received</i> by Accounts Payable via email, apinvoices@sandi.net, or hard copy through district mail by June 11, 2024.</p> <p>Examples include athletic reimbursement claims, consultant invoices, or any invoices mailed directly to sites.</p> <p>Invoices received by sites and departments after June 11, 2024 and any invoices not forwarded to Accounts Payable must be entered on the Year-End Accrual Form. The link will be distributed at the end of May 2024 attached to the Administrative Bulletin entitled “2023-24 Accounts Payable Year-End Accrual Items.”</p>
<p>July 1, 2024</p>	<p>FIRST DAY to submit and approve e-Pro Direct Connect requisitions to be charged to the 2024-25 budget. A list of companies participating in the Direct Connect process is enclosed (Attachment 2).</p>

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 next 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 28, 2024.

Accounts Payable (A/P) staff will make every effort to pay invoices received in A/P after the June 11th deadline by the June 28, 2024 year-end close. Invoices not paid by June 28, 2024 (for payment against 2023-24 POs) will be held for payment until fiscal year-end processes are completed at the end of July 2024 and will be charged to the 2024-25 budget. New travel authorizations and expense reports may be submitted on or after July 10, 2024. **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 eProcurement, refer to the [Strategic Sourcing and Contracts Point of Contact list](#) For questions regarding travel authorizations or travel expense reports, please contact Amy Fulford at afulford@sandi.net . For other fiscal year-end finance questions, please contact the Strategic Planning for Student Achievement Department.

For more information about this bulletin, contact:

	Primary Contact	Backup Contact
Name:	Sherrie Shumaker	Cristi Childers
Department:	Accounts Payable	Accounts Payable
Phone:	619-725-7756	619-725-7755
Email:	sshumaker@sandi.net	cchilders@sandi.net

Attachment(s):

Attachment 1: [2023-24 Expiring Resources](#)

Attachment 2: [2023-24 Direct Connect Vendors](#)