

MEMORANDUM

TO: All Principals, Directors and Support Personnel

FROM: Scott E. Powell, Chief Financial Officer

DATE: July 16, 2018

SUBJECT: Year-end information for Budget Accounts

ACTION: Follow procedures as indicated and share with appropriate staff

2018-2019 EXPENDITURES

The following is the year-end schedule for your budget accounts and accounting matters:

- April 18, 2019 All Requisitions for purchase of goods or services must be entered in the LINQ System. Items requested must be invoiced by June 7, 2019. LINQ access to issue purchase orders will be turned off for all schools and most department users. Special exceptions will be provided on a case-by-case basis. Remaining funds should be encumbered to your P-Card for spending until May 23, 2019.
- May 3, 2019 Last date to cancel backorders and place any re-orders. LINQ access to purchase orders will be provided on a case-by-case basis.
- May 23, 2019 Last day for P-Card purchases for schools and departments with the exception of Child Nutrition, Finance, Maintenance, and Transportation.
Please make appropriate planning for end of the year purchases!!!
- May 28, 2019 All P-Cards for schools and departments with the exception of Child Nutrition, Finance, Maintenance, and Transportation will be suspended. Any transactions authorized after May 27, 2019 may be declined and alternative payment arrangements will need to be made with the vendor.
- June 11, 2019 Invoices due in Finance for all purchase orders. Funds without carryover status will revert for Finance to re-allocate in 2019-2020.
- June 11, 2019 Last day for Check Requests except for emergency purchases.
- June 11, 2019 All Mileage Reimbursement and Travel forms must be in the Finance Department.
- June 14, 2019 All purchase orders for funds ending June 30, 2019 must be closed. Final receiving on any open purchase orders in the LINQ system for items physically received at your location must be completed. Purchase orders not meeting this deadline will be cancelled. Any items received after this date must have a check request approved by the Chief Financial Officer or the Assistant Finance Officer.**

- June 21, 2019 Last day for P-Card purchases for Child Nutrition, Finance, Maintenance, and Transportation. Any transactions authorized after June 27, 2019 may be declined and alternative payment arrangements will need to be made with the vendor.
- June 28, 2019 All P-Cards for Child Nutrition, Finance, Maintenance, and Transportation will be suspended. Any transactions authorized after June 27, 2019 may be declined and alternative payment arrangements will need to be made with the vendor.

State funds (Fund 1) and federal grants that expire on June 30, 2019 cannot remain encumbered as of June 30, 2019, and therefore, all transactions must be processed by the dates listed above.

Once the fiscal year ending June 2019 is closed, invoices cannot be charged to the 2018-2019 school year if funds were not previously encumbered.

If you anticipate a need for a June purchase, a requisition must be processed by the dates listed above.

UNSPENT BALANCES REMAINING AFTER JUNE 30 CANNOT BE SPENT IN 2019-2020.

2019-2020 EXPENDITURES

- July 2, 2019 Requisitions (including blanket requisitions) for 2019-2020 may be entered into the LINQ system. Please include any purchase orders where summer work will be invoiced in 2019-2020.
- July 8, 2019 First day for P-Card purchases in 2019-2020 school year.