



BULLETIN

SUBJECT: 2023-24 YEAR-END CLOSING DATES **2023-24 NO. BS-30**


TO: All School Sites and Departments

DATE: February 26, 2024

PREPARED BY: La Liemthongsamout,
Manager II, Accounting Services

DEPARTMENT: Accounting Services

REVIEWED BY: Cindy Tao,
Director III, Accounting Services

APPROVED: 
Janea Marking,
Chief Business &
Operations Officer

The attached calendar of ***BUSINESS SERVICES 2023-24 YEAR-END CLOSING DATES*** reflects the end-of-year planning for all school sites and departments. Please submit requisitions as early as possible to allow adequate time for Purchasing Review Committee (PRC) to review and approve. Do not wait until the deadline. There will not be access to emergency requisitions, so please review the attached closing dates carefully and plan ahead – **THERE WILL BE NO EXCEPTIONS.**

See attachments for detailed deadlines for year-end closing and instructions on how to run your year-end requisition listing. Please note the highlighted items below:

- **Friday, April 5, 2024** is the cut-off date for submitting 2023-24 Purchase Orders, Technology, Textbooks and Blanket Orders. It is highly recommended to place Technology orders as soon as possible due to delays in the supply chain. **ITEMS NOT RECEIVED BY JUNE 30, 2024 WILL BE CHARGED TO YOUR 2024-25 BUDGET.**
- **By Friday, April 26, 2024,** please run a listing of requisitions and verify year-end status. (See attached “Requisition Listing Year-End Process” for instructions). Identify any requisitions that need to be increased, closed, or carried forward into the 2024-25 fiscal year. Contact Purchasing no later than May 27, 2024, if you require an increase. Please email Accounts Payable at invoices@scusd.edu the list of any requisitions that can be closed following payment or need to be carried forward.
- **2024-25 Requisitions** will be available May 13, 2024 but will **NOT** be processed until **July 1, 2024.**
- **In order to charge your 2023-24 budget, all items must be physically received AND received online in ESCAPE by June 30th using the actual date of receipt. If items are received AFTER June 30th, the expense will be charged against your 2024-25 budget.**
- **Friday, July 12, 2024** is the cut-off date for submitting 2023-24 Mileage, Petty Cash, and Confirming requisitions. Proper supporting documentation must be attached to the requisition in order to be approved, or it will be cancelled.

Budget Services	- Contact Assigned Fund Specialist/Analyst (see attached)	
Purchasing Services	- Email Purchasing@scusd.edu	643-9460
Accounting Services	- Email Paola-Lopez@scusd.edu	643-7892

PLEASE POST, ROUTE, OR COPY & DISTRIBUTE AS NECESSARY

2023-24 YEAR-END CLOSING DATES

Requisition Type	Purchase Order, Blanket Order, Technology, Textbook, Service Agreements, Non Public School, Nutrition	Chargeback (CH-req)	Conference/Travel (V-req)	Confirming/Mileage (C-req)	Petty Cash/Cal Card (Y-req)	Duplicating (DR-req)	Warehouse (W-req)
2023-24 Last day to submit including backup	4/5/24	4/5/24 (Chargeback) (6/7/24) Online Orders* placed by 5 pm	5/24/24 (Conf/Travel)	7/12/24	7/12/24	5/17/24	5/31/24
2023-24 Cancel all open status, back orders, and returns	4/8/24	4/8/24 (Chargeback) 6/14/24 (online orders)	5/28/24 (Conf/Travel)	7/15/24	7/15/24	5/20/24	6/3/24
2023-24 Cutoff to increase	5/27/24	5/27/24					
2023-24 Cancel all requisitions not in approved status	5/13/24	5/13/24 (Chargeback)	7/12/24	7/15/24			
2024-25 Requisitions available (Orders will not be processed until 7/1/24)	5/13/24	5/13/24 (Chargeback) 7/8/24 (Online orders)	5/13/24 (For pre-paid travel occurring after 6/30/24)	7/1/24	7/1/24	5/28/24	6/10/24

**Online Orders include Home Depot and Office Depot.*

- By **4/26/24**, follow “Requisition Listing Year-End Process” document to create year-end requisition listing and forward lists of requisitions to be closed or carried forward to Accounts Payable.
- Warehouse closed for inventory from **6/24/24-6/28/24**.
- All purchase order deliveries received by **6/30/24 must be received online by that date or will be charged against your 2024-25 budget**.
- By **7/5/24**, departments must send all maintenance charges, postage, and transportation charges to Budget Services.
- All outstanding invoices and bills pertaining to business must be sent to Accounts Payable for processing as soon as possible. First check run for 2024-25 is **7/3/24**.
- June Petty Cash reconciliations are due to General Accounting by **7/26/24**.
- Last check run to include payments for 2023-24 is **7/24/24**.

REQUISITION LISTING for YEAR-END PROCESS

In Escape, go to **Finance - Requisitions - Vendor Requisitions**

Search Criteria - Vendor Requisition	
1 - Requisition Information	
Fiscal Year	
Department	
Academic Department	
Reference Number	
Requisition Number	
Requisition Date	
Completed Date	
Order Location	0001 {UNASSIGNED}
Requisitioner	
Template Reqs?	No
2 - Order Information	
3 - Status Information	
Status	Printed

Enter search criteria to create the 1st list:

1. In “**Order Location**” field, enter your 4 digits Site Location Code
 2. In “**Status**” field, select “**Printed**”
 3. Click “**Go**” button to populate the list
- Review and make sure received items are **ROL** (received on-line). Make sure to enter actual date item was received, as the system will default to the current date.
 - Make sure invoices have been emailed to invoices@scusd.edu.

Search Criteria - Vendor Requisition	
1 - Requisition Information	
Fiscal Year	2024 {2023/2024}
Department	
Academic Department	
Reference Number	
Requisition Number	
Requisition Date	
Completed Date	
Order Location	0001 {UNASSIGNED}
Requisitioner	
Template Reqs?	No
2 - Order Information	

Enter search criteria to create the 2nd list:

1. In “**Order Location**” field, enter your 4 digits Site Location Code
 2. Click “**Go**” button to populate the list.
 3. Follow directions below depending on the status of the requisition.
- If the req is in “Ready for Payment” status, make sure invoices have been emailed to invoices@scusd.edu.
 - If the req is in “Approved” status, contact Purchasing to print PO.
 - If the req is in “Submitted” status, please contact Budget for approval.

4. Export, review and indicate which req needs to be paid/closed or carryover to the new fiscal year. When done reviewing, email your list to invoices@scusd.edu.

Please also review and confirm documents for the following type of requisitions:

- Petty Cash: Make sure forms are approved and signed
- Confirming: Make sure proof of payments are attached for reimbursements
- Blanket Orders, Service Agreements and Non Public Schools: Make sure submitted invoice includes an approval signature

Questions regarding this procedure? Contact Paola Lopez at x437892.

**BUDGET SERVICES
2023-24 Staff Assignments**

Chris Andruysna, Budget Analyst Phone: 643-7845		Sandy Martinez, Budget Analyst Phone: 643-9408		Nai Saelee, Budget Analyst Phone: 643-7852		Stella Reyes, Budget Analyst Phone: 643-7867	
CENTRAL		CENTRAL		CENTRAL		CENTRAL	
All	Fund 12 Child Dev	0724	Music Section	0704	Communications Office	0705	Employee Relations
All	Fund 11 Adult Ed	0726	Library/Textbook Services	0710	Constituent Services	0708	Student Support Services
0701	Board of Education	0731	American Indian Education	0717	Legal Counsel	0727	Multilingual/Multicultural Med
0703	Superintendent Office	0737	Curriculum & Professional Development	0725	State and Federal Programs	0728	Materials Development Lab
0712	Instructional Assistant Superintendents	0752	Youth Engagement Services	0732	College & Career Readiness/CTE	0758	ISS (Integrated Support Services)
0713	Adult/Voc Ed	0754	GATE	0739	Linked Learning	0760	Student Hearing & Placement/Alt.
0714	Instructional Assistant Superintendents	0755	After School Services	0740	Enrollment Center	0763	Foster Youth Services/Targeted Prev.
0715	Early Learning & Care, (Child Dev)	0759	YES - 21st CENTURY	0745	Matriculation & Orientation Center	0764	Health Services
0716	Instructional Assistant Superintendents	0762	Expanded Learning Services	0748	Attendance & Engagement	0770	Human Resource Services
0720	Instructional Assistant Superintendents	0765	Positive Youth Development	0810	Nutrition Services	0772	Employee Compensation (Payroll/Benefits)
0721	Chief Academic Office	0767	Youth Development Support Services	0821	Safe Schools Office	0800	Business Services
0723	Deputy Superintendent Office	0776	Staff Development	0823	Security Services	0801	Internal Audit
0733	School, Family & Community Partnerships	0807	Facilities Support	0835	Distribution Services	0802	Accounting Services
0735	Family & Community Empowerment	0822	Building & Grounds	0900	Private Schools	0804	Budget Services
0742	Assistant Supt. of Student Support Services	0824	Operations Services			0808	Technology Services
0744	Continuous Improv. & Acct. Office	0825	(Serna) Education Center			0830	Purchasing Services
0746	Counseling Services	0831	School Climate			0840	Risk & Disability Management
0780	Assessment, Research and Evaluation					0842	Reproduction
						0844	Transportation

Steven Meadows, Budget Analyst
Special Education Department
Phone: 916-643-9170
L0750 Special Education Contact

Bee Moua, Budget Analyst, Innovative/Charter Oversight
Innovative Schools and Charter Oversight
Phone: 643-9426
0024 Bowling Green - McCoy
0025 Bowling Green - Chacon
0185 New Joseph Bonnheim
0505 George W. Carver
0535 New Tech High School
0560 The Met
All Independent Charter Schools

Tiffany Snowdon, Budget Analyst
State and Federal Programs
Phone: 916-643-9051
Rsc 3010 (Title I)
Rsc 3019 (Title I, Priority)
Rsc 3182 (CSI-Comprehensive Support & Improvement)

**BUDGET SERVICES
2023-24 Staff Assignments**

Angie Chavez, Fund Specialist Phone: 643-7868		Sherrell Peterson, Fund Specialist Phone: 643-7869		Steven Haskins, Fund Specialist Phone: 643-7856		Tina Arrendondo, Fund Specialist Phone: 643-7870		Bobbie Jo Argo, Fund Specialist Phone: 643-7861	
ELEMENTARY/K-8		ELEMENTARY/K-8		ELEMENTARY/K-8		ELEMENTARY/K-8		ELEMENTARY/K-8	
0032	Caleb Greenwood	0035	Camellia Basic	0101	Susan B. Anthony	0010	A.M. Winn Public Waldork K-9	0029	Bret Harte
0110	Ethel Phillips	0108	Ethel I. Baker	0104	Elder Creek	0095	Earl Warren	0037	Caroline Wenzel
0146	Isador Cohen	0130	Golden Empire	0138	Martin Luther King	0111	John Morse	0059	David Lubin
0235	Mark twain	0148	Leataata Floyd (P)	0139	H. W. Harkness	0168	John D. Sloat	097	Abraham Lincoln
0350	Genevieve Didion K-8	0151	Leonardo da Vinci K-8	0142	Hollywood Park	0282	Phoebe Hearst	098	Cesar Chavez Intermediate
0354	Sutterville	0173	Alice Birney Waldorf-Inspired K-8	0153	John Bidwell	0285	Pony Express	0100	Edward Kemble
0363	Theodore Judah	0269	Pacific	0178	Success Academy	0300	Crocker/Riverside	0117	Father Keith B. Kenny (P)
0384	William Land	0277	Suy:u Elementary	0242	Matsuyama	0327	Sequoia	0144	Hubert H. Bancroft
		0379	Washington	0265	Oak Ridge (P)	0359	Tahoe	0163	John Cabrillo
				0272	Parkway			0262	Nicholas
				0305	James W. Marshall			0267	O. W. Erlewine
								0390	Woodbine
MIDDLE SCHOOLS		MIDDLE SCHOOLS		MIDDLE SCHOOLS		MIDDLE SCHOOLS		MIDDLE SCHOOLS	
0415	California	0420	Rosa Parks (P)	0490	Miwok Middle School	0410	Albert Einstein	0480	Sam Brannan
0445	John H. Still K-8	0431	Fern Bacon Basic (P)			0450	Umoja International Academy		
						0495	Will C. Wood (P)		
HIGH SCHOOLS		HIGH SCHOOLS		HIGH SCHOOLS		HIGH SCHOOLS		HIGH SCHOOLS	
0520	Hiram Johnson (P)	0521	West Campus	0517	Health Professions High School	0510	C.K. McClatchy	0540	Rosemont
0562	Accelerated Academy	0557	School of Engineering & Sciences	0525	John F. Kennedy	0530	Luther Burbank	0571	Capital City School
				0570	American Legion				
CENTRAL		CENTRAL		CENTRAL		CENTRAL		CENTRAL	
0810	Nutrition Services		Transportation	All	Fund 11 Adult Ed		Fund 12/ELC	0807	Facilities Support
								0822	Building & Grounds
								0824	Operations Services
								0825	(Serna) Education Center

Doris Quan, Fund Specialist
Special Education Department
Phone: 916-643-9122
L0750 Special Education Contact