

SAN DIEGO UNIFIED SCHOOL DISTRICT

Date: February 17, 2021

To: School Principals, Division and Department Heads

Subject: **2020-21 PROCESSING DEADLINES FOR:**

- Budget Transactions for Year-End
- e-Pro Requisitions (Special Request/Catalog/Direct Connect)
- Employee Online Expense Reports
- Employee Online Travel Authorizations
- Invoice Submission (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:

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, 2021.

To support the schedule for closing the 2020-21 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, 2021.**

March 15, 2021 **3rd Annual End-of-Year Conference on Best Practices in Procurement and Contracting** via Zoom- please register at: <https://sandiegounified.truenorthlogic.com/U/P/Tab/Home>
The Agenda for the Conference can be found on the registration page.

March 19, 2021 **DEADLINE and LAST DAY for sites to submit e-Pro requisitions for payment of 2020-21 AP/IB/PSAT Test Fees.**

- **Stock/Inventory items**, including copier paper through Distribution Services to be charged to the 2020-21 budget. Orders submitted after this date will be charged to the 2021-22 budget.
- **Printing services** to be charged to the 2020-21 budget. Printing requests submitted after this date will be charged to the 2021-22 budget.

June 1, 2021

FIRST DAY to submit e-Pro Special Request and Catalog requisitions for the 2021-22 budget.

ALL e-Pro special request and catalog requisitions submitted after the deadlines listed above will be automatically dated “*July 1, 2021,*” and charged to the 2021-22 budget. **Before leaving for the summer, all requisitions must be successfully budget-checked and fully approved.** Preliminary budgets for 2021-22 will be loaded in PeopleSoft at a later date. The Strategic Sourcing and Contracts Department will process all approved 2021-22 requisitions beginning July 1, 2021. Goods will be delivered after July 1, 2021.

June 4, 2021
(Submit TAs)

DEADLINE and LAST DAY to Submit Travel Authorizations for staff professional development events. *Please Note:* TAs for travel occurring June 5, 2021 through July 8, 2021 are **required** and must be submitted in time for approval prior to travel, even though the travel and expense portal will be closed during that period.

June 14, 2021
(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 14, 2021 will be denied. If travel dates have not passed, replacement TAs can be created and submitted on or after July 9, 2021. Travel expenses cannot be accrued at fiscal year-end.

June 4, 2021
(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 2020-21 budget.

June 14, 2021
(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 2020-21 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 14, 2021, 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, 2021, for reimbursement of any travel or mileage expenses incurred but not submitted and approved by June 14, 2021. These expenses will be charged to the 2021-22 budget. Expense reports created but not processed for payment by June 30, 2021 will be denied, and replacement expense reports will need to be created on or after July 9, 2021 for processing against the 2021-22 budget.

June 14, 2021

DEADLINE and LAST DAY to deliver invoices to Accounts Payable to be charged to the 2020-21 budget.

Invoices should be delivered to Accounts Payable for processing by email to apinvoices@sandi.net or hard copy through district mail. Examples include athletic reimbursement claims, consultant invoices, or any invoices mailed directly to sites. Invoices received by sites and departments after June 14, 2021 and not forwarded to Accounts Payable, must be entered on the Year-End Accrual Form which will be distributed in April 2021, attached to Administrative Circular titled “2020-21 Accounts Payable Year-End Accrual Items.”

June 15, 2021

DEADLINE for P-Card transactions to Post in the JPM PaymentNet system for payment from the 2020-21 budget.

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 15, 2021. 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, 2021, will be charged to the 2021-22 budget. Purchases not reviewed and approved by statement close will be posted using the default budget string assigned in PaymentNet.

July 1, 2021

FIRST DAY to submit and approve e-Pro Direct Connect requisitions to be charged to the 2021-22 budget. A list of companies participating in the Direct Connect process is enclosed (Attachment 2).

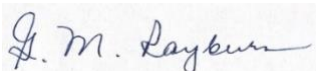
PLEASE PLAN AHEAD FOR YOUR YEAR-END PURCHASES, EXPENSE REPORTS, AND TRAVEL AUTHORIZATION SUBMISSIONS! Early action is needed to ensure sites and departments do not experience unanticipated expenditures in the following fiscal year when the same resources may not be appropriated. There will be no carryover budgets for any orders not received and paid in full by June 30, 2021.

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, 2021 year-end close. Invoices not paid by June 30, 2021 (for payment against 2020-21 POs) will be held for payment until fiscal year-end processes are completed at the end of July 2021, and will be charged to the 2021-22 budget. New travel authorizations and expense reports may be submitted on or after July 9, 2021. 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: (https://docs.google.com/spreadsheets/d/1XG3kfjQhNmJJkJI_M-a5LTNVQ36yNNtB/edit#gid=500881086). For questions regarding travel authorizations or travel expense reports, please contact Cordae Auld at cauld@sandi.net. For other fiscal year-end finance questions, please contact the Strategic Planning for Student Achievement Department.

Jodie Macalos
Controller

APPROVED:



Gamy Rayburn
Interim Executive Director, Finance Division

Drew Rowlands

Chief Operations Officer

JM:tt

Attachments (2)