



To: All Schools and Central Departments

**From: Nolberto Delgadillo, Chief Financial Officer
Nicole Bassen, Director Budget & Grant Accounting
Emily Courtnage, Purchasing & Contracting Director
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FISCAL YEAR 2020-21 YEAR-END CLOSE DATES AND PROCESSES

It's Spring and that means the end of the fiscal year will be here before you know it! Although deadlines are never fun, Team Finance relies on your assistance to ensure a smooth, clean financial closeout to the year. We greatly value your collaboration to keep PPS in good standing with the community and agencies that establish and oversee the statues PPS must comply with. And as a result, have established these close dates and processes for fiscal year 2020-21. We thank you for your partnership in observing these dates and above all, we thank you for all of the hard work you do on behalf of PPS students, families and staff.

May 3, 2021 - Purchase order deadline for general fund and grants expenditures

For general fund and grant expenditures to be charged against your current year budget, purchase orders must be both submitted and approved by May 3. Staff will not dispatch purchase orders charged to general fund or grant budgets that are received later than this date, unless an exception has been granted in advance by the CFO. Exception requests should provide written detail as to why an exception is necessary and reasonable and must be transmitted to the CFO by email.

We strongly advise that each month you review your expenditures and verify your remaining budget to ensure you have adequate time to plan for spending your allotted budget by June 30. Grants may have unique circumstances that need to be considered. If you have questions about spending on a particular grant, please contact your grant accountant.

June 30, 2021 - Goods and services must be received by June 30 to be charged against your current year budget.

When planning your purchases, please take into account this deadline as well as the time for orders to be approved and dispatched, shipping times, and possible delays for items on backorder. This is especially important if you plan to make purchases with your PCard in June. Please refer to the PCard section below for purchasing cutoff dates and to the manual for which purchases are allowed using a PCard. This manual is located at: <http://www.pps.net/Page/1344>

July 7, 2021 – Cardholders and proxies must reconcile all June PCard transactions. July 12, 2021 - Budget holders must review and sign off on all June PCard transactions.

Reconciliation and budget holder review may need to be completed earlier if you are leaving for the summer. Unreconciled or under- documented transactions will result in infractions.

The remainder of this memo outlines due dates and processes in greater detail for those needing more information on budget, grants, student body funds, contracting, purchase orders, warehouse requests, invoices, reimbursements, PCards and Private Marketplace. A list of contacts is provided at the end of this memo. Please reach out if you have any questions or comments. Your feedback and input are welcome and appreciated.

Budget budget @ pps.net	
Budget Transfers	
April 30, 2021	All budget transfer requests must be received in the Budget Office.
Fiscal Year 2020-21 Budget Availability	
July 1, 2021	Budgets for fiscal year 2021-22 will be loaded and available to use on July 1, 2021.
Consolidated (Discretionary) Budget Carry-Over	
Consolidated Budget carry-over will NOT be allowed into fiscal year 2021-22.	
Note: This applies only to General Fund and does not include grant funding . Grant funding may expire, however, so please contact your Grant Accountant for more information.	

Grant Accounting grantaccounting@pps.net	
June 15, 2021	All grant budget uploads will close for fiscal year 2020-21.
July 9, 2021	All grant-related Journal Entry Requests must be submitted to Grant Accounting.

Student Body Funds (SBF) sbf@pps.net	
April 23, 2021	March Monthly Reports due to sbf@pps.net.
May 14, 2021	Email results of escheatment communication to sbf@pps.net.
May 25, 2021	April Monthly Reports due to sbf@pps.net.
June 15, 2021	May Monthly Reports due to sbf@pps.net.
June 15, 2021	Wire Statements posted to District web page (PPS Inside).
June 22, 2021	<p>Scheduled last day of work year for 210 day employees. Ensure all Student Body Fund activities are recorded before last work day.</p> <p>Send an e-mail to SBF with the:</p> <ul style="list-style-type: none"> ● The last recorded Check Number ● The last recorded Receipt Number <p>Send account change requests by e-mail to sbf@pps.net.</p> <p>Before you leave for the summer, make sure your SBF files and records are easily available for Accounting Services personnel to access if needed (Lock up checks; make available: check stubs, receipts, monthly files).</p>

Contract Payments

ekreger@pps.net

July 14, 2021

If contract work has been completed on or before June 30:

- Ensure payment requests are submitted by this date.
- If necessary, contact the contractor to obtain any outstanding invoices.

Contract Processing and Encumbering

ekreger@pps.net

June 12, 2021

Send to Purchasing & Contracting all contracts that have a start date between July 1, 2021 and September 13, 2021:

- Ensure all contracts that will start in the summer or the beginning of next school year have been submitted.
- Ensure you have received a confirmation email from Purchasing & Contracting for each contract you have submitted before leaving for the summer.

Purchase Orders (PO)

purchasing@pps.net

PO Entry and Approval Deadline

May 3, 2021

- POs for goods and services must be entered and approved by May 3, unless exception has been granted by the CFO.
- IT purchases must be entered into the IT Self Service Portal (<https://www.pps.net/Page/13818>) by May 3. POs will be entered by IT Purchasing and must be approved by your budget holder by May 15. If POs are not approved by May 15, they will be cancelled.
- Please note that due to pandemic-related technology demands and backorders, IT purchases may not arrive on or before June 30, as required to be charged to fiscal year 2020-21 budget, particularly if ordered at or near the May 3 PO deadline.

Summer Break Shipping and Delivery

June 30, 2021

Orders estimated to arrive after June 30 will be shipped to the Warehouse.

These orders will be delivered to schools in August.

- If orders need to be delivered to your location in summer provide instructions in the *Add Comments* section of the PO. Indicate where to deliver and who will receive the items.

PO Roll & Close Process

May 2021

Fiscal year 2020-21 POs with a due date of June 30 or prior which have not been received will be closed during the summer.

- You should run your Outstanding Encumbrance report in May and communicate with Purchasing & Contracting if you would like any of your POs (Standard or Contract) to remain open.

Material Stock Requests (MSR)

(503) 916-2000, ext.74590

May 18, 2021	Last day for returned warehouse items to be credited to fiscal year 2020-21 budget. Returned items received after this date will be credited to fiscal year 2021-21 budget.
June 15, 2021	Last day to place Stock Requests and Will Calls against the fiscal year 2020-21 budget.

Accounts Payable

ppsap@pps.net

July 14, 2021	Last day to submit the following transactions against fiscal year 2020-21 budget.
	<p>All invoices, requests for payment and employee reimbursements must be submitted prior to leaving for the summer. This includes:</p> <ul style="list-style-type: none">● Direct Vouchers● Contract Payments● Local Mileage Reimbursements for June and prior● Employee Expense reimbursements for June and prior● Travel/Training Requests● Travel Expense Reimbursements for June and prior● Postage Requisitions● Cafeteria Charges <p>Invoices received after this date will go against fiscal year 2021-22 budget unless approved by the Finance Team. If you receive or expect to receive an invoice after this date, that is for goods or services received on or before June 30 and exceeds \$25,000, please contact the Accounts Payable Department.</p> <p>For contracts and purchase orders, verify that the vendor has invoiced you. The invoice should be available if you have received a shipment or services have been performed.</p>

General Ledger

accounting@pps.net

July 9, 2021	All non-Grant related Journal Entry Requests must be submitted to Accounting.
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PCards

(503) 916-3314 – PCard Program and Card Setup

(503) 916-3750 – PCard Reconciliation

June 2021	Cardholders and proxies must reconcile all transactions, with proper documentation attached, prior to leaving for the summer. Unreconciled or under-documented transactions may result in infractions.
June 7 , 2021	PCard reconciliation deadline for May purchases.
June 14 , 2021	PCard budget holder review deadline for May purchases.
June 15, 2021	Last day for PCard purchases fiscal year 2020-21 for those off for the summer.
June 30, 2021	Note: Items purchased with your PCard must be visible in Works on or before June 30, 2021 to be charged to fiscal year 2020-21 budget. If not, these items will be charged to fiscal year 2021-22 budget. Items must be received before you leave for the summer.
July 7, 2021	PCard reconciliation deadline for June purchases.
July 12 , 2021	PCard budget holder review deadline for June purchases.
August 9 , 2021	PCard reconciliation deadline for July purchases
August 12, 2021	PCard budget holder review deadline for July purchases.

Private Marketplace Purchases

(503) 916-3441

June 30, 2021	Lead time and availability of materials ordered will depend on workflow approvers (if any) and vendors. If it is essential to charge materials to fiscal year 2020-21 budget, all items must be received by June 30, 2021.
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Please feel free to contact us if you have any questions or need assistance. Accounting and Finance are working remotely, e-mail is the best contact method.

Accounting / General Ledger
 Accounts Payable
 Budget & Analysis
 Contract Processing and
 Encumbering
 Grant Accounting
 Material Stock Requests (MSR)
 PCard Reconciliation
 Purchase Orders (PO)
 Student Body Funds (SBF)

accounting@pps.net
 ppsap@pps.net
 budget@pps.net
 purchasing@pps.net

 grantaccounting@pps.net
 (503) 916 2000, ext 74590
 pcard@pps.net
 purchasing@pps.net
 sbf@pps.net

APPROVED EXCEPTIONS TO MAY 3 PURCHASE ORDER DEADLINE

CFO approved General Fund and Grants Fund exceptions are listed below. Please note that even if an exception is provided, materials and services **MUST** be received by June 30 to be charged against the current year budget.

BOARD MANDATED EXPENDITURES:

An exception will be allowed for board mandates to be implemented late in the school year to make specific purchases using current year budget.

IT PURCHASES:

Exceptions are approved for IT purchases in support of District projects, Bonds, Modernization efforts, or Capital programs.

Additional exceptions are approved for IT projects with established timelines that extend late into the school year, orders of materials that have been planned for late in the school year due to limited storage and warranty considerations (e.g. computers to be deployed over the summer), replacement of broken or damaged technology, purchase of technology for new staff, as well as software renewals.

CAPITAL PROJECTS (400 Funds):

Capital projects (400 funds) are exceptions from the May 1 PO deadline.

RISK MANAGEMENT:

Spending that occurs as claims need to be paid, and may not have advance notice in time to meet the May 1 deadline, and are allowed an exception.

FAM/OSM GENERAL FUND SPENDING (Fund 191):

Work requiring students to be absent from buildings is granted an exception.

Emergency work, such as unanticipated repair/remediation that must be addressed immediately, is granted an exception.

FAM Budget is often "saved" for emergencies and expenditures that cannot be anticipated, such as sidewalk citations. If there is unspent budget in fund 191 as a result of having fewer emergencies than anticipated, this may be rolled over to the next year.

TEXTBOOKS/CURRICULUM

An exception is granted for planned curriculum adoptions with a year-round timeline.

GRANTS

Grants awarded after April 15 that terminate on June 30 may be allowed an exception, dependent on facts and circumstances (e.g. ODE grants).

NUTRITION SERVICES

An exception is granted for Nutrition Services, but purchases should be submitted by May 1 if possible.