



To: All Schools and Central Departments

From: Nolberto Delgadillo, Chief Financial Officer
Emily Courtnage, Director Purchasing
& Contracting
Tracy Pinder, Senior Director Financial
Services
Junho Chang, Budget Manager
Kristin Johnson, Grants Manager

FISCAL YEAR 2022-23 YEAR-END CLOSE DATES AND PROCESSES

The end of the fiscal year will be here before you know it, and Team CFO relies on your assistance to ensure a smooth, clean financial closeout to the year. Your assistance and adherence to these dates play a key role in setting us up for success to close out our fiscal year and prepare our Annual Report for audit. We appreciate you and the hard work that you do.

Please note the following key deadlines:

May 1, 2023 - Purchase order deadline for general fund expenditures

For general fund expenditures to be charged to your current year budget, purchase orders **must be submitted by May 1 and approved by May 15**. Staff will not dispatch purchase orders charged to general fund budgets after May 1 unless an approved exception exists or an exception is granted by the CFO. Exception requests should be submitted to the CFO by email (cc Jordan Cooper at jcooper1@pps.net) Submissions should explain why the proposed exception is necessary and reasonable.

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, 2023 - 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 PCard manual for approved and unapproved purchases. This manual is located at: <http://www.pps.net/Page/1344>

July 7, 2023 and July 12, 2023 - Cardholders and proxies must reconcile all PCard transactions no later than July 7. Budget holders must review and sign off on all PCard transactions no later than July 12. 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. Your questions and comments are always welcome. 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.

Please feel free to contact us if you have any questions or need assistance.

| DEPARTMENT | EMAIL ADDRESS | PHONE NUMBER |
|-------------------------------|-------------------------|------------------------------|
| Accounting / General Ledger | accounting@pps.net | |
| Accounts Payable | ppsap@pps.net | (503) 916 3112 |
| Budget Office | budget@pps.net | (503) 916 3295 |
| Contract Processing | purchasing@pps.net | |
| Grant Accounting | grantaccounting@pps.net | |
| Material Stock Requests (MSR) | | (503) 916 2000, ext 74590 |
| PCard Reconciliation | pcard@pps.net | (503) 916 3314 |
| Purchase Orders (PO) | purchasing@pps.net | |
| Student Body Funds (SBF) | sbf@pps.net | |



| Budget (503) 916-3295 | |
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| Budget Transfers | |
| April 28, 2023 | All budget transfer requests must be received in the Budget Office. |
| Fiscal Year 2023-24 Budget Availability | |
| July 1, 2023 | Budgets for fiscal year 2023-24 will be loaded and available to use on July 1, 2023. |
| Consolidated (Discretionary) Budget Carry-Over | |
| Consolidated Budget carry-over will NOT be allowed into fiscal year 2023-24. | |
| Note: This applies only to General Fund and does not include grant funding . Grant funding may expire, so please contact your Grant Accountant for more information. | |

| Grant Accounting grantaccounting@pps.net | |
|---|---|
| June 15, 2023 | All grant budget uploads will close for fiscal year 2022-23. |
| July 7, 2023 | All grant-related Journal Entry Requests must be submitted to Grant Accounting. |

| Student Body Funds (SBF) sbf@pps.net | |
|---|--|
| April 21, 2023 | Email results of escheatment communication to sbf@pps.net. |
| April 25, 2023 | March Monthly Reports due to sbf@pps.net. |
| May 25, 2023 | April Monthly Reports due to sbf@pps.net. |
| June 15, 2023 | May Monthly Reports due to sbf@pps.net. |
| June 15, 2023 | Wire Statements posted to District web page (PPS Inside). |
| June 22, 2023 | <p>Scheduled last day of work year for 210 day employees. Ensure all Student Body Fund activities are recorded before the last work day.</p> <p>Send an email to SBF with the:</p> <ul style="list-style-type: none"> ● The last recorded Check Number ● Date June wire entered in EPES <p>Account change request, complete SBF Quick Request Form on the SBF website.</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 Processing and Closing
purchasing@pps.net

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|------------------------------------|---|
| June 16, 2023 | Send all contracts that have a start date between July 1, 2023 and September 18, 2023: <ul style="list-style-type: none">• 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. |
| PO Roll & Close Process | |
| May 2023 | <ul style="list-style-type: none">• Please run your Outstanding Encumbrance report and communicate with Purchasing & Contracting if you would like any of your contract POs closed. These tend to be contracts where services are completed, or contracts in which funding sources will change. |

Contract Payments
ppsap@pps.net

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| July 14, 2023 | If contract work has been completed on or before June 30: <ul style="list-style-type: none">• Ensure payment requests are submitted by this date.• If necessary, contact the contractor to obtain any outstanding invoices. |
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Purchase Orders (POs)
purchasing@pps.net

PO Entry and Approval Deadline

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| May 1, 2023 | <ul style="list-style-type: none">• Purchase requests must be entered into the Support Portal for Purchasing & Contracting entry (https://www.pps.net/Page/1888) or created by a school or department by May 1. |
| May 15, 2023 | <ul style="list-style-type: none">• POs must be approved by your budget holder by May 15. If POs are not approved by May 15 they will be canceled. |



Material Stock Requests (MSRs)

(503) 916-2000, ext.74590

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|---------------|---|
| May 22, 2023 | Last day for returned warehouse items to be credited to fiscal year 2022-23 budget. Returned items received after this date will be credited to fiscal year 2023-24 budget. |
| June 15, 2023 | Last day to place Stock Requests and Will Calls against the fiscal year 2022-23 budget. |

Accounts Payable

ppsap@pps.net

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| July 14, 2023 | Last day to submit the following transactions against the fiscal year 2022-23 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 <p>Invoices received after this date will go against the fiscal year 2023-24 budget unless approved by Team CFO. 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

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| July 7, 2023 | All non-Grant related Journal Entry Requests must be submitted to Accounting. |
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| PCards pcard@pps.net (503) 916-3314 – PCard Program and Card Setup (503) 916-3750 – PCard Reconciliation | |
|---|---|
| June 2023 | 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 8, 2023 | Last day for PCard purchases fiscal year 2022-23 for those off for the summer. |
| June 7, 2023 | PCard reconciliation deadline for May purchases. |
| June 12, 2023 | PCard budget holder review deadline for May purchases. |
| June 30, 2023 | Note: Items purchased with your PCard must be visible in Works on or before June 30, 2023 to be charged to fiscal year 2022-23 budget. Otherwise, these items will be charged to fiscal year 2023-24 budget. Items must be physically received before June 30. |
| July 7, 2023 | PCard reconciliation deadline for June purchases. |
| July 12, 2023 | PCard budget holder review deadline for June purchases. |
| August 8, 2023 | PCard reconciliation deadline for July purchases |
| August 14, 2023 | PCard budget holder review deadline for July purchases. |

Please feel free to contact us if you have any questions or need assistance.

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APPROVED EXCEPTIONS TO MAY 1 PURCHASE ORDER DEADLINE

Approved exceptions are listed below. Please note that if an exception is provided, materials and services **MUST** be received by June 30 in order to be charged against the current year budget.

BOARD MANDATED EXPENDITURES:

Exceptions are approved for Board mandated purchases using the current fiscal year budget.

IT PURCHASES:

Exceptions are approved for IT purchases in support of District projects, replacement of broken or damaged technology, purchasing technology for new staff, and software renewals.

CAPITAL PROJECTS:

Exceptions are approved for Capital projects using 400 funds.

RISK MANAGEMENT:

Exceptions are approved for payment of claims.

FAM/OSM GENERAL FUND SPENDING:

Exceptions are approved for work requiring students to be absent from buildings and work involving unanticipated repair/remediation requiring immediate action.

TEXTBOOKS/CURRICULUM

Exceptions are approved for planned curriculum adoptions with year-round timelines.

GRANTS

Exceptions are approved for purchases using grant funding sources.

NUTRITION SERVICES

Exceptions are approved for Nutrition Services.

MAINTENANCE, WAREHOUSING, AND CUSTODIAL

Exceptions are approved for Maintenance, Warehousing, and Custodial to continue needed work on District facilities.