



**To: All Schools and Central Departments**

**From: Myong Leigh, Interim Deputy Superintendent of Business and Operations**  
**Emily Courtnage, Director Purchasing & Contracting**  
**Claire Hertz, Contracted Financial Services**  
**Junho Chang, Budget Manager**  
**Kristin Johnson, Grants Manager**

## **FISCAL YEAR 2023-24 YEAR-END CLOSE DATES AND PROCESSES**

The end of the fiscal year will be here before you know it, and Team Finance 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 regard the dates indicated throughout the memo as meaningful, firm deadlines rather than requests or suggestions. Transactions that are not processed in time for year-end closing due to missed deadlines will be charged against FY 2024-25 budgets, which we know will already be a challenging budget year.

Please note the following key deadlines:

### **May 1, 2024 - 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 process purchase orders outside of these timelines unless an approved exception exists or an exception is granted by Finance leadership. Exception requests should be submitted to Emily Courtnage at [ecourtnage@pps.net](mailto:ecourtnage@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, 2024 - 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 8, 2024 and July 12, 2024 - Cardholders and proxies must reconcile all PCard**



**transactions no later than July 8. 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	Submit Ticket <a href="http://support.pps.net">support.pps.net</a>	(503) 916 3295
Contract Processing	purchasing@pps.net	
Grant Accounting	Submit Ticket <a href="http://support.pps.net">support.pps.net</a>	
Material Stock Requests (MSR)		(503) 916 2000, ext 74590
PCard Reconciliation	pcard@pps.net	(503) 916 3314
Private Marketplace	pcard@pps.net	(503) 916 3314
Purchase Orders (PO)	purchasing@pps.net	
Student Body Funds (SBF)	sbf@pps.net	



<b>Budget</b>	
Submit Ticket: <a href="https://support.pps.net">support.pps.net</a>	
<b>Budget Transfers</b>	
April 29, 2024	All budget transfer requests must be received in the Budget Office.
<b>Fiscal Year 2024-25 Budget Availability</b>	
July 1, 2024	Budgets for fiscal year 2024-25 will be loaded and available to use on July 1, 2024.
<b>Consolidated (Discretionary) Budget Carry-Over</b>	
Consolidated Budget carry-over will NOT be allowed into fiscal year 2024-25.	
Note: This applies only to General Fund and <b>does not include grant funding</b> . Grant funding may expire, so please contact your Grant Accountant for more information.	

<b>Grant Accounting</b>	
Submit Ticket: <a href="https://support.pps.net">support.pps.net</a>	
June 14, 2024	All grant budget uploads will close for fiscal year 2022-23.
July 12, 2024	All grant-related Journal Entry Requests must be submitted to Grant Accounting.

<b>Student Body Funds (SBF)</b>	
<b>sbf@pps.net</b>	
April 26, 2024	Email results of escheatment communication to sbf@pps.net.
April 25, 2024	March Monthly Reports due to sbf@pps.net.
May 25, 2024	April Monthly Reports due to sbf@pps.net.
June 15, 2024	May Monthly Reports due to sbf@pps.net.
June 15, 2024	Wire Statements posted to District web page (PPS Inside).



<p>June 20, 2024</p>	<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"><li>• The last recorded Check Number</li><li>• June WIRE entered in EPES</li></ul> <p>Account change request, send an email to <a href="mailto:SBF@pps.net">SBF@pps.net</a> with a list of activity account requests.</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>
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<b>Contract Processing and Closing</b> <b>purchasing@pps.net</b>	
June 17, 2024	Send all contracts that have a start date between July 1, 2024 and September 24, 2024: <ul style="list-style-type: none"><li>• Ensure all contracts that will start in the summer or the beginning of next school year have been submitted.</li><li>• Ensure you have received a confirmation email from Purchasing &amp; Contracting for each contract you have submitted before leaving for the summer.</li></ul>
<b>PO Roll &amp; Close Process</b>	
May 2024	<ul style="list-style-type: none"><li>• Please run your Outstanding Encumbrance report and communicate with Purchasing &amp; 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.</li></ul>

<b>Contract Payments</b> <b>ppsap@pps.net</b>	
July 12, 2024	If contract work has been completed on or before June 30: <ul style="list-style-type: none"><li>• Ensure payment requests are submitted by this date.</li><li>• If necessary, contact the contractor to obtain any outstanding invoices.</li></ul>

<b>Purchase Orders (POs)</b> <b>purchasing@pps.net</b>	
<b>PO Entry and Approval Deadline</b>	
May 1, 2024	<ul style="list-style-type: none"><li>• Purchase requests must be entered into the Support Portal for Purchasing &amp; Contracting entry (<a href="https://www.pps.net/Page/1888">https://www.pps.net/Page/1888</a>) or created by a school or department by May 1.</li></ul>
May 15, 2024	<ul style="list-style-type: none"><li>• POs must be approved by your budget holder by May 15. If POs are not approved by May 15 they will be canceled.</li></ul>



<b>Accounts Payable</b> <b>ppsap@pps.net</b>	
July 12, 2024	Last day to submit the following transactions against the fiscal year 2023-24 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"><li>● Direct Vouchers</li><li>● Contract Payments</li><li>● Local Mileage Reimbursements for June and prior</li><li>● Employee Expense reimbursements for June and prior</li><li>● Travel/Training Requests</li><li>● Travel Expense Reimbursements for June and prior</li></ul> <p>Invoices received after this date will go against the fiscal year 2024-25 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>

<b>General Ledger</b> <b>accounting@pps.net</b>	
July 12, 2024	All non-Grant related Journal Entry Requests must be submitted to Accounting.



Your

<b>PCards</b> <b>pcard@pps.net</b> <b>(503) 916-3314 – PCard Program and Card Setup</b> <b>(503) 916-3750 – PCard Reconciliation</b>	
June 2024	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, 2024	Last day for PCard purchases fiscal year 2023-24 for those off for the summer.
June 7, 2024	PCard reconciliation deadline for May purchases.
June 12, 2024	PCard budget holder review deadline for May purchases.
June 30, 2024	Note: Items purchased with your PCard <b>must</b> be visible in Works on or before June 30, 2024 to be charged to fiscal year 2023-24 budget. Otherwise, these items will be charged to fiscal year 2024-25 budget. <b>Items must be physically received before June 30.</b>
July 8, 2024	PCard reconciliation deadline for June purchases.
July 12, 2024	PCard budget holder review deadline for June purchases.
August 7, 2024	PCard reconciliation deadline for July purchases
August 12, 2024	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.

### 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.