



**KEY Year-End Dates for Fiscal Year 2020-21**

<b>April 2021</b>	
Friday, April 23, 2021	SBF: March Monthly Reports due to sbf@pps.net
Friday, April 30, 2021	All budget transfer requests must be received by Budget Office
<b>May 2021</b>	
Monday, May 3, 2021	Purchase Orders for goods and services must be entered and approved by May 3
Friday, May 14, 2021	SBF: Email results of escheatment communication to sbf@pps.net
Tuesday, May 18, 2021	Last day for returned warehouse items to be credited to fiscal year 2020-2021 budget. Returned items received after this date will be credited to fiscal year 2021-22 budget
Tuesday, May 25, 2021	SBF: April Monthly Reports due to sbf@pps.net
May 2021	Purchase Order Roll & Close Process: <b>see Year-End Memo</b> for full detail
<b>June 2021</b>	
Monday, June 7, 2021	PCard <b>cardholder</b> reconciliation deadline for May purchases
Monday, June 14, 2021	PCard <b>approver</b> approval deadline for May purchases
Friday, June 12, 2020	Send to Purchasing & Contracting all contracts that have a start date between July 1, 2020 and September 15, 2020
Monday, June 15, 2020	All grant budget uploads will close for fiscal year 2020-21
Monday, June 15, 2020	SBF: May Monthly Reports due to sbf@pps.net
Monday, June 15, 2020	SBF Wire Statements posted to District web page (PPS Inside)
Monday, June 15, 2020	Last day to place Stock Requests and Will Calls against the fiscal year 2019-20 budget
Monday, June 15, 2020	Last day for PCard purchases for fiscal year 2019-20 for those off for the summer
Friday, June 19, 2020	Scheduled last day of work for 210-day employees
Tuesday, June 30, 2020	Goods and services must be <b>physically received</b> by June 30 to be charged against fiscal year 2019-20
June 2020	Cardholders and proxies must reconcile and approve all transactions, with proper documentation attached prior to leaving for the summer.
<b>July 2020</b>	
Wednesday, July 1, 2020	Budgets for fiscal year 2020-21 will be loaded and available to use on July 1, 2020
Tuesday, July 7, 2020	PCard <b>cardholder</b> reconciliation deadline for June purchases
Friday, July 10, 2020	All fiscal year 2019-20 Journal Entry requests must be submitted to Accounting (Grants or General Ledger)
Friday, July 10, 2020	If contract work has been completed on or before June 30, ensure payment request is submitted by this date
Tuesday, July 14, 2020	Last day to submit requests for payment against fiscal year 2019-20 budget
Tuesday, July 14, 2020	PCard <b>approver</b> approval deadline for June purchases
<b>August 2020</b>	
Friday, August 7, 2020	PCard <b>cardholder</b> reconciliation deadline for July purchases
Wednesday, August 12, 2020	PCard <b>approver</b> approval deadline for July purchases

**QUESTIONS? Contact Us!**

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Accounts Payable	ppsap@pps.net	(503) 916 3112
Budget Office	budget@pps.net	(503) 916 3295
Contract Processing and Encumbering	purchasing@pps.net	(503) 916 3315
Grant Accounting	grantaccounting@pps.net	(503) 916 3756
Material Stock Requests (MSR)		(503) 916 2000, ext 74590
PCard Reconciliation	pcard@pps.net	(503) 916 3314
Purchase Orders (PO)	podispatch@pps.net	(503) 916 3441
Student Body Funds (SBF)	sbf@pps.net	(503) 916 3757