



# Office of the CFO

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## MEMO

**TO: ALL SCHOOLS & CENTRAL DEPARTMENTS**

**FROM: YOUSEF AWWAD**

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**DATE: APRIL 8, 2016**

**RE: 2015-2016 FISCAL YEAR-END CLOSING DATES**

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The end of the current fiscal year will be here before you know it. In order to make your year-end closeout as simple as possible, please take note of the following cut-off dates and take any necessary steps described below.

Please feel free to contact us at the phone numbers listed if you have any questions or need assistance.

Budget Office	(503) 916-3295
Payment Transactions (Accounts Payable)	(503) 916-3112
Student Body Funds (SBF)	(503) 916-3757
Contract Payments – A to K	(503) 916-3759
Contract Payments – L to Z	(503) 916-3760
Contracting Advice, Processing, & Execution	(503) 916-3305
Purchase Orders (PO)	(503) 916-3305
Material Stock Requests (MSR)	(503) 916-2000, ext. 74590
P-Card Reconciliation	(503) 916-3750
Grant Accounting	(503) 916-3240

<b>Budget (503) 916-3295</b>	
<b>Budget Transfers</b>	
May 16, 2016	All budget transfer requests must be received in the Budget Office.
<b>Current-Year Consolidated Conversions</b>	
May 16, 2016	All consolidated conversions for 2015/16 must be received in the Budget Office.
<b>Consolidated Budget Carry-Over</b>	
TBD	<p>District leadership will confirm whether Consolidated Budget carry-over will be allowed for fiscal year 2016/2017. The Budget Office intends to inform schools after the budget is approved by the Board of Education on May 24<sup>th</sup>.</p> <p>Note: This applies only to schools and <b>does not include grant funding</b>. Grant funding may expire, so please contact your Grant Accountant for more information.</p>

<b>Grant Accounting (503) 916-3240</b>	
May 27, 2016	All grant budget uploads will close for FY 2015/2016.
July 15, 2016	All grant-related Journal Entry Requests submitted to Grant Accounting.

<b>Student Body Funds (SBF) (503) 916-3757</b>	
April 25, 2016	March Monthly Reports due to SBF accountant.
May 20, 2016	Email results of escheatment communication to sbf@pps.net
May 25, 2016	April Monthly Reports due to SBF accountant.
June 15, 2016	May Monthly Reports due to SBF accountant.
June 14, 2016	Wire Statements posted to District web page (PPS Inside).
June 21, 2016	<p>Last day of work year for 210 day employees. Ensure all Student Body Fund activities are recorded by June 21<sup>st</sup>.</p> <p>Send an E-mail to SBF with the:</p> <ul style="list-style-type: none"> <li>• The last recorded Check Number</li> <li>• The last recorded Receipt Number</li> </ul> <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**  
**(503) 916-3759 (A to K) (503) 916-3760 (L to Z)**

July 08, 2016	<p>If Contract work has been completed on or before June 30th:</p> <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>
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**Contracting Advice, Processing, and Execution**  
**(503) 916-3305**

June 3, 2016	<p>Send all contracts into Purchasing &amp; Contracting that have a start date of July 1, 2016 – September 6, 2016:</p> <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>
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**Purchase Orders (PO)**  
**(503) 916-3305**

**To Receive Items Before The End of The Year**

May 20, 2016*	<p>POs will continue to be processed as they are received.</p> <ul style="list-style-type: none"> <li>• It is strongly recommended that POs which need to be received prior to June 30<sup>th</sup> be submitted no later than May 20<sup>th</sup>. *Exception: IT purchases can take longer- we <i>recommend</i> that these PO's be submitted by April 30<sup>th</sup>.</li> <li>• Lead time and availability will depend on workflow approvers (if any) and vendors.</li> </ul>
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**Impact to Budget**

June 30, 2016	<p>Items must be physically received on or before June 30<sup>th</sup> to be charged to the 2015/2016 budget.</p> <p>Items received on or after July 1<sup>st</sup> will be charged to the 2016/2017 budget.</p>
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**Summer Break Shipping and Delivery**

June 30, 2016	<p>Orders estimated to arrive after June 30<sup>th</sup> will be shipped to the central warehouse. These orders will be delivered to schools in August.</p> <ul style="list-style-type: none"> <li>• If orders need to be delivered to your location in summer provide instructions in the <i>Add Comments</i> section of the PO. Indicate where to deliver and who will receive the items.</li> </ul>
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**PO Roll & Close Process**

June 30, 2016	<p>2015/2016 POs with a due date on or prior to June 30<sup>th</sup> which have not been received will be closed during the summer.</p> <ul style="list-style-type: none"> <li>• You will receive a report via e-mail after May 31<sup>st</sup> of any current open POs that have a due date prior or equal to June 30<sup>th</sup>, 2016.</li> <li>• You should review and identify any POs from the report that you wish to roll into FY 2016/2017. You will receive instructions in the e-mail on how to update those POs.</li> </ul>
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**Material Stock Requests (MSR)  
(503) 916-2000, ext.74590**

May 20, 2016	Last day for returned warehouse items to be credited to the 2015/2016 budget. Returned items received after this date will be credited to the 2016/2017 budget.
June 17, 2016	Last day to place Stock Requests and Will Calls against the 2015/2016 budget.

**Payment Transactions  
(503) 916-3112**

July 08, 2016	Last day to submit payment transactions against the 2015/2016 budget.
	<ul style="list-style-type: none"> <li>• Direct Vouchers</li> <li>• Contract Payments</li> <li>• Local Mileage Reimbursements</li> <li>• Employee Expense reimbursements</li> <li>• Travel/Training Requests</li> <li>• Travel Expense Reimbursements</li> <li>• Postage Requisitions</li> <li>• Cafeteria Charges</li> </ul> <p>Schools should submit all documentation prior to leaving for the summer.</p> <p>If you receive or expect to receive an invoice after July 5<sup>th</sup> , that is for goods or services received on or before June 30, <u>and</u> it exceeds \$25,000, please contact the Accounts Payable manager for further direction.</p>

**P-Cards  
(503) 916-3314 – P-Card Program and Card Setup  
(503) 916-3750 – P-Card Reconciliation**

June, 2016	If the P-Card is to be used <b>in</b> June: <ul style="list-style-type: none"> <li>• Cardholder and approver must reconcile and approve all transactions prior to leaving for the summer.</li> </ul>
June 12, 2016	P-Card reconciliations due for June statement (May 1 to May 31).
June 30, 2016	Note: Items purchased with your P-Card <b>must</b> be physically received at your location on or before June 30, 2016 to be charged to your 2015-16 budget.
July 12, 2016	P-Card reconciliations due for July statement (June 1 to June 30).
August 12, 2016	P-Card reconciliations due for August statement (July 1 to July 31).

**Private Marketplace Purchases  
(503) 916-3441**

June, 2016	If it is essential to charge materials to the 2015/2016 budget all items must be received by June 30, 2016 <ul style="list-style-type: none"> <li>• Lead time and availability will depend on workflow approvers (if any) and vendors.</li> </ul>
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