

End of Year Guidelines – 2022-2023

VERY IMPORTANT - Please pass this memo on to anyone at your campus/department that enters requisitions (POs, warehouse orders, check requisitions or print shop requests)!

The District's fiscal year end is August 31, 2023. The last work day of the 2022-23 budget year is Thursday, 8/31. **Federal and other special revenue funds have different program years. The deadlines below are for the general fund (199) only (unless otherwise noted).**

The most important thing to remember about year-end deadlines is that all goods and services received on or before 8/31 must be paid from year 2022-23 budget. All goods and services received after that date must be paid from year 2023-24 budget.

The last day to input a 2023 P.O. is Monday, 7/24, so that we can ensure that the items are received prior to 8/31. All merchandise that is received by 8/31 will be paid from year 23 budget dollars on either 9/7, 9/14 or 9/19 - partial payments will be made, as necessary. Remaining open year 23 purchase orders will rollover into the new fiscal year on 9/25; however, **budget dollars will not be rolled to cover these POs.** This means that any POs that are rolled over will be paid for with year 24 budget dollars.

Beginning Wednesday, 8/30, the On-Line Purchasing System will accept year 24 purchase orders. Merchandise ordered using year 24 budget that is picked up or delivered to Alief ISD on or before Monday, 8/31 must be paid for from year 23 funds.

IMPORTANT INFORMATION: When entering purchase orders for the 2023-24 budget year in Business Plus prior to 9/1, it is very important for you to change two dates to ensure that the purchase order is encumbered in the correct budget year. First, you will need to change the Date Requested. It is located at the top of the screen on the second row. You should enter 09/01/2023. Second, you will need to scroll down past the Details and Requisition Codes sections on the Purchase Requests screen. Enter 08/31/2024 in the Expiration Dt field. **Please change these two dates PRIOR to hitting enter on the requisition.**

Purchase Requests (POUPPR)

PR Number * PO Number Status * PP Security Code 715 Add
Date Requested 09/01/2023
PR Total 0.00

Approval Code Requested By HOYT, SAMANTHA
PO Total 0.00

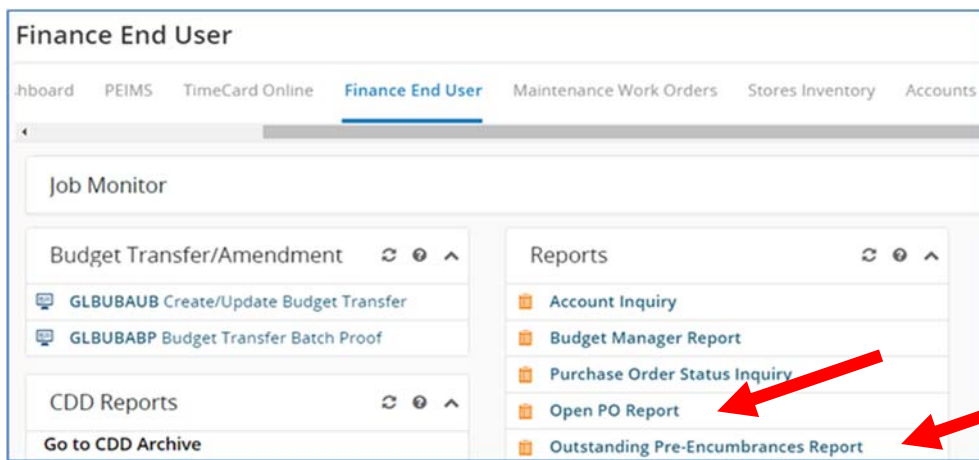
Dates
Required Dt Expiration Dt 08/31/2024 Entry Dt 02/20/2023 Funds Date

Check requisitions using year 23 funds must be received in Accounts Payable by Thursday, 9/14. The requisitions must be for expenses incurred on or before 8/31. This includes mileage reimbursements. **Please note when entering check requisitions on 9/1/23 through 9/14/23, you will need to change the Date Requested field to 8/31/23 and the Expiration Dt field to 8/31/23 to ensure that the request is encumbered in the correct year. Please change these two dates PRIOR to hitting enter on the requisition.**

In order to allow time to process year 23 requisitions and purchase orders, and close out the 23 fiscal year, year 24 requisitions will not be paid during the first 4 weeks of September. **Please do not enter year 24 check requisitions in Business Plus prior to 9/25. They will need to be deleted and re-entered on or after 9/25.**

PLEASE REMEMBER THAT CHECK REQUISITIONS ARE NOT TO BE USED FOR TANGIBLE GOODS!!! Once the deadline for entering purchase orders has passed, you cannot use a check requisition to pay for items that require a purchase order. If you need an emergency PO, please email Elizabeth (Liz) Haven or call ext. 29248.

REMINDER: Please remember to check on your open purchase orders. If you have problems with a purchase order, or it needs to be cancelled, please contact Becky Schuessler, Expeditor, at ext. 29186.



To run a report of your **open purchase orders** follow these instructions: Click on the Finance End User favorite. Click on 'Open PO Report' (under Reports) and enter your org/campus # in the 'Enter the value for Responsibility Area' field. (If you want to export to Excel put a 'Y' in the 'Export to Excel?' field.) Click submit. This report will provide a listing and status of all open purchase orders.

To run a report of your **pre-encumbered purchase requisitions** follow these instructions: Click on the Finance End User favorite. Click on 'Outstanding Pre-Encumbrances Report' (under Reports) and enter your org/campus # in the 'Enter the value for Responsibility Area' field. Click submit. This report will provide a listing of all purchase requisitions entered that have not been processed and sent to vendor. After reviewing this report, you may need to delete requisitions that are no longer needed but are encumbering funds.

BusinessPlus Outstanding Encumbrances by RespArea (1)

Excel Output

Outstanding Encumbrances by Resp Area

RESP AREA 101	Yousens Elementary School						
P.O. #	PRNT DATE	VENDOR ACCOUNT NUMBE	RQST DATE	AMOUN ENCUMBERE	AMOUN EXPENDE	AMOUN LIQUIDATE	BALANCI REMAININ
B030195	01/05/2023	SEBCO BOOKS 482-12-6328-00-101-3-24-LBF	11/29/2022	4,001.25	0.00	0.00	4,001.25
B030691	03/02/2023	SAMS CLUB 211-61-6499-66-101-3-30-SNK	02/23/2023	300.00	0.00	0.00	300.00
P399138	09/01/2022	DELL MARKETING 282-11-6395-00-101-1-30-E04	08/03/2022	15,101.60	0.00	0.00	15,101.60
P401756	12/15/2022	CDW GOVERNMENT INC 199-11-6394-01-101-9-11-000	11/15/2022	2,766.13	2,686.99	2,686.99	79.14
P401895	01/04/2023	LIBRARY STORE INC 211-12-6328-00-999-3-24-101	12/07/2022	444.35	0.00	0.00	444.35
P402822	02/13/2023	SEBCO BOOKS 211-12-6328-00-999-3-24-101	01/24/2023	81.54	0.00	0.00	81.54
P403425	03/06/2023	ULINE SHIPPING SUPPLY SPECIALISTS 199-11-6399-01-101-9-11-000	03/02/2023	627.60	0.00	0.00	627.60
TOTALS FOR RESP AREA: 101				23,322.47	2,686.99	2,686.99	20,635.48

Note: If you exported the 'Open PO Report' to Excel, hover your cursor over the yellow highlighted paper clip and then click on the words 'Excel Output' to open an Excel spreadsheet.

Please review the remaining balances in your accounts. The deadlines discussed and other relevant dates are summarized below:

IMPORTANT DATES:

- May 15** Last day to input a year 23 purchase order **for furniture with long delivery schedules.**
- June 5** **Last day to submit a Building Modification Request to Maintenance with the intent to use current year budgeted funds (fund 199 only).** Building modification requests received on or after June 5 will be prepared under the assumption that funds will be available after 9/1/23.
- July 24** Last day to input a year 23 purchase order.
- August 1** Last day to enter a year 23 print shop request. **(All funds)**
Must have physical copies to Print Shop on this date!
- August 14** Last day to enter a year 23 warehouse order. **(All funds)**
- August 17** Last day to enter a year 23 budget amendment. **(All funds)**
- August 30** First day to input a year 24 purchase order. **(please remember to change dates to 9/01/2023 in Date Requested field and 8/31/2024 in Expiration Dt field).**
- August 31** **Goods and services received on or before August 31 should be received in BPlus and will be paid with year 23 funds.**
- September 1** First day to receive merchandise on year 24 purchase orders.
First day to input a year 24 budget amendment.
- September 5** First day to enter a year 24 warehouse order.
First day to submit a year 24 print shop order.
- September 7
14 and 19** All year 23 purchase orders and check requisitions will be paid.
- September 11** Deadline to submit annual petty cash reconciliation (Petty Cash Balance Sheet) to Samantha Hoyt in Accounting.
- September 14** Last day to submit a year 23 check requisition to Accounts Payable (includes vendors and employees). **(please remember to change dates to 8/31/2023 in Date Requested field and 8/31/2023 in Expiration Dt field). Please note this is a Thursday and different from the standard Monday deadline.**
- September 21
and 22** PO system closed for year end processing.
- September 25** Open year 23 purchase orders roll to year 24.
First day to enter a year 24 check requisition.
- September 29** First day to receive payment on a year 24 check requisition and PO.

Purchase Order & Check Requisition Procedures

District Board policy and State law require the use of Purchase Orders for all purchase commitments. Purchase Orders are used as a contractual form of purchasing that delineate the District's terms and conditions for payment that protect the District. This is necessary in order to document approval for the purchase **prior to** expending funds and to comply with bidding laws. The District allows the use of Check Requisitions on a very **limited basis** for items such as petty cash reimbursement, travel advances, reimbursement of travel expenses, conference fees, and mileage reimbursement.

Check Requisitions

The following list of examples will illustrate some "direct pay" situations that a **Check Requisition** is authorized as opposed to a purchase order:

- 1) Payment to judges working athletic events, judges or referees at district events and students working events (lighting and/or sound). **District employees must be paid via payroll.**
- 2) Registration for off-site training, conferences, virtual training and conferences, on-line classes, and webinars. Registration forms must be attached. Appropriately approved short leave forms must be attached for off-site training and conferences.
- 3) Reimbursements to Coordinators/Specialists for instructional supplies not available at conference pricing after returning to District. Limits for such supply reimbursements are \$100 per conference, apply to local funds only, and must have budget manager's pre-approval. Reimbursements exceeding the \$100 limit will not be paid unless advance approval is obtained from the Purchasing Director by calling during conference. Reimbursements allowed with local funds ONLY.
- 4) Travel reimbursements (see travel policies for reimbursement amounts).
- 5) Membership dues and competition fees.
- 6) Reimbursement for supplies up to **\$50** per person with administrator approval. No personal items on receipts.
- 7) Payment to restaurants for refreshments for staff development.
- 8) Utilities: any bill for recurring utility company payments, i.e. telephone, electricity.

In the past, check requisitions have been used inappropriately for a variety of reasons. Any situation not listed above must be cleared first through accounting and/or purchasing to ensure correct method of purchasing. The accounting and purchasing staff are there to assist and make the process flow smoothly. Please feel free to contact them with any questions.

Contracted Services

Any contract for services with corporations/companies/partnerships/LLC etc. should be made on official blanket purchase orders. Attach a copy of the contract to the purchase requisition. (Do not use the AT req code unless the vendor needs a copy of the contract returned to them. When using the AT req code, you are telling the Purchasing department to send the vendor the attachment.) Don't forget that **travel expenses for consultants can only be reimbursed at the same rate as employees**.

Once the services have been completed, the requisitioner should write the PO number on the invoice, sign and date it and send it to the appropriate accounts payable clerk. If a partial payment is required, send a Partial Payment Authorization Form (available on the Accounting website [Alief Homepage>Departments>Accounting>Forms and Resources](#)) with the vendor invoice to A/P each time a portion of the services are completed. When all services have been completed, send the Partial Payment Form and invoice to A/P with instructions to close the PO. Please note that these same procedures should be followed any time that you are requesting a partial payment on a PO.

Purchasing Commitment

The only form of purchasing commitment that can be made is by purchase order. Verbal orders for goods or services are not commitments and should not be made. Faxed copies of requisitions are not purchasing commitments and should never be sent to vendors. Electronic Internet/email or voice orders are not authorized.

Examples of potential problem situations

Problem: The vendor will not take a PO.

Solution: If the vendor will not take a PO, then they are not an awarded vendor. Please use only awarded bid vendors for purchases. To obtain a listing of awarded vendors go to the Purchasing group in Schoology, select resources and select the link labeled."Alief ISD Master Vendor List."

Problem: I need to go pick up the items at the store.

Solution: If you are doing an "open PO" to the store, the request should be a "blanket" BR request – (with a maximum amount that may be expended). If you know the exact items and their cost, you may put this request on a PR.

- In the Ship To ID field on either type of purchase requisition, type "**PU**" and add a "**PU**" req code.
- The name of the person that will be picking up the PO should be named as the receiver.
- For a BR request, state "Open PO not to exceed \$XXX" to purchase – then list what you expect to purchase.

Problem: It's an emergency-I need these items immediately.

Solution: First, keep in mind the Purchasing Department and BusinessPlus system approves and faxes requests daily. If it is a true emergency, the Purchasing Department will rush print the PO.

Problem: This is the only place that I can purchase these items.

Solution: If you have searched the Alief Vendor Database and found no other vendors that can provide a similar item, please contact the Purchasing Department for help.

Problem: We always give each teacher an allowance of \$50 to spend for miscellaneous classroom items each year. They make the purchases & we do a check requisition to reimburse them.

Solution: Reimbursements for small dollar purchases such as this will be made on check requisitions. **The limit is \$50!**

Problem: I need to do a check requisition-it was past the deadline to enter POs.

Solution: The deadline for entering POs is established each year to ensure that all goods ordered are received prior to the year-end. The deadline for entering POs is the deadline for purchasing tangible goods. PLEASE PLAN AHEAD! If an emergency arises, please contact Elizabeth Haven for approval to enter a PO after the deadline.

Problem: I didn't know the rules. I ordered the items on the phone/internet & have already received the items & an invoice.

Solution: Notify the Purchasing Department of the circumstances surrounding this mistake. Further instruction will be provided in the event that a purchase is made prior to the successful request of an official Purchase Order.

Please remember that if ever a question arises about which method is appropriate or who should approve the requisition, please call the purchasing department and/or accounting. We are here to help you!!