



DATE: April 23, 2019

TO: All Locations

CC: Bo Griffin, Superintendent
Deea Lester, Procurement, Contract & Inventory Specialist
Sharon Harvell, Finance
Joanna Blankenship, Finance

FROM: John Smith, Supervisor of Operations
Tutional Williams, Chief Financial Officer

SUBJECT: SPENDING/PURCHASING DEADLINES

As part of our annual close-out process, we are implementing the attached year-end spending and purchasing deadlines to which **MUST** be strictly followed.

For any questions regarding these requirements, please call or email the following:

Purchase Orders & Contracts:	Deea Lester	Ext. 5483
Invoices and Payment Requests:	Joanna Blankenship	Ext. 5481
Travel Reimbursements		
Budget Transfers:	Sharon Harvell	Ext. 5687

Thank you for your cooperation and assistance as we work together toward a successful year-end close.

Critical Year-End Tasks and Timelines for Closing FY19

FY19 BUDGET TRANSFER DEADLINE (School Sites & Departments): Tuesday, April 30, 2019 (For Requisitions Purposes Only)

- To facilitate year-end FY19, schools and departments must submit FY19 budget transfers needed for requisitions and/or invoices for all funds by **Tuesday, April 30, 2019**. Budget transfers must reflect the correct budget amount for all planned expenditures. NOTE: The Object Code on the requisition must correspond to the described items to be purchased to ensure final approval.
- We will only complete one additional amendment for the remainder of the year. Our final budget amendment of the year must be approved by the Board of Education by June 30, 2019. To ensure that we have the amendment approved in a timely manner, please adhere to the deadline below for the submission to Finance:
 - June Amendment (Final Amendment for FY 2019)- Deadline April 30th

Please submit all documentation for budget amendments to the following email address:
finance@millingtonschools.org

FY19 REQUISITION DEADLINE:

- For **REQUISITIONS TO OUTSIDE VENDORS**, the following deadlines apply:
 - The final day **to enter and approve** requisitions for purchases from outside vendors is **Monday, May 13, 2019 for school sites** and **Wednesday, June 12, 2019 for departments (Skyward)**.
 - For purchases of goods and services that would need to be placed after these dates **please estimate costs and place on a requisition for processing to create the purchase order**. All changes in price will be modified during the payment procedures. Requisitions will not be allowed to merely reserve budget funding in FY19.
- Monitor requisitions on a regular basis using Skyward to ensure all requisitions are approved and encumbered. **REMEMBER: A requisition is not submitted for procurement purposes until the final approver has approved the request.**

RECEIVING FY19 PURCHASE ORDERS (Skyward):

- Contact vendors to expedite delivery on FY19 purchase orders to ensure that payment is made from FY19 funds. For FY19 purchases of goods and services, items must be **delivered, received, invoiced, and posted for payment**, before **Wednesday, June 26, 2019** to ensure that FY19 funding is available.

PAYMENT OF INVOICES RELATING TO FY19 PURCHASES: Thursday, May 30, 2019 (School Sites), Wednesday, June 26, 2019 (Departments)

- For purchases made through school sites (School Activity Funds-School Funds Online) invoice payments should be processed by **Thursday, May 30 2019**.
- For purchases made through Skyward-Schools and departments should follow up with vendors to ensure all invoices for FY19 purchase orders are submitted to Accounts Payable for all Skyward by **Wednesday, June 26, 2019**. This is imperative to allow time to process payment from fiscal year 2019.

OUT-OF-TOWN TRAVEL REIMBURSEMENT REQUESTS: Wednesday, June 26, 2019

- In accordance with the travel procedures, employees should allow a minimum of 2 weeks prior to travel for approval and the assignment of trip authorization numbers.
- Requests for travel expense reimbursements without prior approval will be denied.
- Prior to submitting the paperwork, please process budget transfers (if necessary) to assure funds are available.
- Unpaid FY19 travel reimbursement requests submitted after **June 26, 2019** will be paid in FY20.