

**DATE:** January 31, 2017

**TO:** School Associate Superintendents  
 Division/Department Heads

**FROM:** Eva White, Interim Chief Financial Officer  
 Steve Staggs, Director, Purchasing Department  
 Eric D. Christensen, Director, FADA

**SUBJECT:** Fiscal Years 2017 and 2018 General Fund (100), Special Education Fund (250),  
 and Grant Funds (230, 279, and 280) Financial Transactions

Each fiscal year, deadlines are established to guide schools and departments in their year-end purchasing, deposit, and expense schedules. These guidelines do not ensure the items will be processed against the FY17 budget.

Each school will carry forward its year-end balance to the next school year, except for salaries and benefits. As the volume of shopping carts significantly increases at year-end, submit requests early and plan for longer processing time at year-end. Please clarify/note any delivery deadlines in both the shopping cart name and delivery date field.

**Reminder:** The deadline dates are the dates the shopping cart must be approved by the site administrator and received by the Purchasing Team.

The following cut-off dates pertain only to the General Fund (100) and the Special Education Fund (250):

	<b>FY17 (Cutoff) Deadline</b>	<b>Beginning Dates for FY18</b>
Shopping carts for all free text items	April 3, 2017	June 21, 2017*
Shopping carts for out-of-district consultants (CCF-144)	April 3, 2017	June 21, 2017*
Consultant work must be completed by:	June 30, 2017	
Consultant invoices must be received in Accounts Payable by:	July 14, 2017	
Shopping carts for textbooks	May 8, 2017	June 21, 2017*
Shopping carts for catalog items	May 22, 2017	June 21, 2017*
Shopping carts for the following quick ship items:	June 19, 2017	June 21, 2017*
Custodial supplies from Brady (custodial catalog only)		
Office supplies from Office Depot or OfficeMax (catalog only)		
White bond paper (catalog only)		
District forms (catalog only)		
Procurement credit card orders	June 23, 2017	July 1, 2017
CCF-174 Expense claims	June 2, 2017	June 8, 2017
CCF-375 Transmittal of monies and related deposits	June 23, 2017	June 29, 2017
Graphic arts work request due to Graphic Arts Center	June 2, 2017	June 8, 2017
Expense adjustments – administrative departments	July 28, 2017	July 31, 2017
Expense adjustments – school sites	August 4, 2017	August 10, 2017

**\*FY18 shopping carts for this year end may first be submitted beginning Wednesday, June 21, 2017.** FY18 shopping carts will be held and processed after July 1, 2017. Please include the term "FY18" in the shopping cart name to ensure the shopping cart is held and properly billed to the correct fiscal year.

The following cut-off dates pertain only to the Grant Funds (230, 279, and 280) that end on June 30, 2017:

	<b>Grants Ending June 30, 2017 Deadline</b>
Shopping carts for all free text items	April 7, 2017
Shopping carts for catalog items including textbooks, custodial, office supplies, paper, and forms	June 9, 2017
Out-of-District Consultants (CCF-144) shopping carts Consultant work must be completed by: Consultant must invoice Accounts Payable no later than:	April 7, 2017 June 30, 2017 July 14, 2017
Out-of-District Travel (CCF-145) All travel accommodations and travel costs must be completed by: Reimbursements for travel, mileage, and tuition (CCF-174)	June 2, 2017 June 30, 2017 July 14, 2017
Graphic art requests must be submitted to Graphics by: Graphic arts work must be completed no later than:	June 30, 2017 July 21, 2017
Last day to use the Grants P-card	June 30, 2017
Last day to work extra duty hours	June 30, 2017
Last day to submit CCF-5s for work performed through June 30, 2017	July 21, 2017

If you have any questions, concerns, or would like to inquire on the status of an item, please contact the following:

Carryover Amounts	Academic Unit	799-5475
ERP System	Help Desk	799-3300, Ext. 1
Expense Claims/Travel	Jan Hodges	799-5360, Ext. 5332
Expense Claims/Travel	Jennifer Phillips	799-5360, Ext. 5333
Expense Adjustments	Nancy Allen	799-5338, Ext. 5416
Grant Deadlines	Darla Sommermeyer	799-5224, Ext. 5214
P-Card Expenditures	Odette Striegel	799-5338, Ext. 5410
Shopping Carts	Denise Bodet	799-5225, Ext. 5429
Purchase Orders	Denise Bodet	799-5225, Ext. 5429
Transmittal of Monies and Deposits	Denise Zimmardi	799-5338, Ext. 5406

We appreciate your assistance and cooperation.

c: Central Services Team  
School Principals  
Office Managers and Administrative School Secretaries