

Los Gatos-Saratoga Union High School District  
**YEAR END DUE DATES**

**2019-002**

Date: March 1, 2019  
From: Rosemarie Pottage, CBO  
Christina Munoz, Senior Accountant  
Re: Fiscal Year End Due Dates  
For Questions, Contact: Christina Munoz, extension 238

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Attached is a list of 2018-2019 year-end due dates. The cut-off for Purchase Orders has been scheduled for **April 19, 2018** to ensure delivery before the end of the school year.

In order for expenditures to be charged to the current fiscal year, accounting rules require receipt of services, supplies and materials before June 30. Any deliveries on or after July 1st are considered 2019-2020 business. This includes Purchase Orders that were entered in a timely manner in 2018-2019 but delivery was delayed for any reason.

**Frequently Asked Questions**

“I need the expense to be in 18-19. How can I ensure that happens?”

- Make sure that goods and services are ordered well in advance of the Purchase Order cut-off date. If it appears that delivery cannot be accomplished prior to June 30 (for any reason), cancel the order with the vendor.
- Make sure that you send proof of receipt to the Business Office when goods are received or the service is performed. This is accomplished by signing the packing slip or invoice and submitting to the business office as “OK to pay.” When you sign as OK to pay you are certifying that all items were received as ordered, are in good working condition, and all services were rendered in a satisfactory manner.
- Ensure that vendors send invoices in a timely manner. Independent contractors sometimes need to be reminded. Any invoices received at school sites need to be sent to the Business Office as soon as possible.
- Make sure that employees turn in time sheets in a timely manner.

“Can I pre-pay a future expense to get it into 18-19?”

- No. Prepayment is not a good business practice. Even if prepayment is approved, the expense will be coded to the time period when the goods or services are received, not when the prepayment was made. An employee’s work cannot be prepaid. Timesheets that are actually for “future” work are never permitted under any circumstances.

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DATE	ACTIVITY	CONTACT
March 25	Aged Purchase Order Report sent to schools and departments	Christina Munoz
April 1	Return Purchase Order Report to the Business Department, indicating which Purchase Orders can be closed (this means all outstanding invoices have been paid – not just received – and that no more invoices are expected)	December Cayaban
April 19	<b>PURCHASE ORDER CUT OFF</b> This means that all requisitions (whether Chalk requisitions, paper requisitions or requisitions in QSS) are received in the Business Office by this date, with all required approvals	Christina Munoz
May 17	Final cut off for any emergency purchases. Anything needing to be purchased between April 19 and May 17 may be approved on a case by case basis. All routine purchases are to be completed by April 19	Christina Munoz
June 17	<b>TIMESHEETS</b> for work performed through June 14. Timesheets must arrive in the Business Office no later than the cut off. Don't wait until the end of the summer to turn in work that was completed in the 18-19 school year, as this will put the expense into the next school year.	Amandeep Dhindsa
July 5	Turn in <b>REIMBURSEMENTS</b> and <b>MILEAGE</b> through June 30	Christina Munoz

Your assistance in helping us successfully close our books is very much appreciated. Please complete your paperwork before you leave and then **HAVE A GREAT SUMMER!!!**