

ADMINISTRATIVE CIRCULAR NO. 91
Office of School Site Support

SAN DIEGO CITY SCHOOLS

Date: March 30, 2005

To: All School Principals, Child Development Center Administrators,
Division and Department Heads

Subject: DISTRICT PROCUREMENT CARD YEAR-END PROCEDURES

**Department and/or
Persons Concerned:** Site Administrators, Financial Clerks, and Secretaries

Due Date: June 14, 2005, for traditional schools;
July 14, 2005, for year-round schools

Reference: None

Action Requested: Complete and return required forms as appropriate.

Brief Explanation:

Following are the deadlines for submission of the district's procurement card statements and purchase report forms for supplies and materials.

Traditional and Year-round School Sites:

June 14, 2005 -- Deadline to submit, via school mail, completed and approved May 22, 2005, cardholder statements and original (white) monthly procurement card purchase reports to the Accounts Payable Unit, Room 3209, Eugene Brucker Education Center.

Year-round School Sites:

July 14, 2005 -- Deadline to submit, via school mail, completed and approved June 22, 2005, cardholder statements and original (white) monthly purchase reports to the Accounts Payable Unit, Room 3209, Eugene Brucker Education Center.

All sites -- prior to leaving for summer break:

1. Complete a monthly procurement card purchase report form for all purchases made after May 19 (traditional) and June 19 (year-round). Sign the form and have it approved by the appropriate approving official. Be sure to print your name, sixteen-digit account number, and cardholder statement ending date, which will be June 22, 2005, at the top of the purchase report.
2. Attach a note indicating "SUMMER BREAK -- NO STATEMENT YET." This will alert the Accounts Payable Unit to process the purchase reports without a cardholder statement.

3. Upon return from summer break, locate the original cardholder statement, review the information to ensure that the statement matches the copy of the monthly procurement card purchase report submitted earlier, and obtain signatures of the cardholder and approving official. Submit the cardholder statement to Accounts Payable Unit, Room 3209, Eugene Brucker Education Center. These will be filed with the payment documentation.

Procurement cards may be used year-round. They will not be deactivated.

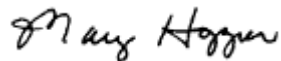
All school sites, including multitrack school sites and central offices:

You must process, obtain appropriate approvals, and submit required documentation by the 14th calendar day of each month to retain your cardholder privileges. Vacation periods are no exception.

Both the cardholder statement and the monthly purchase report must be signed by both the cardholder and approving official.

Scott H. Patterson
Chief Financial Officer
Financial Operations Division

APPROVED:



Mary Hopper
Chief Administrative Officer

MH:vb

Distribution: A, C, D, E, and F