

ADMINISTRATIVE CIRCULAR NO. 93
Office of School Site Support

SAN DIEGO CITY SCHOOLS

Date: April 1, 2005

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

Subject: 2004-2005 ACCOUNTS PAYABLE CHARGES
(YEAR-END ACCRUAL ITEMS)

Department and/or Persons Concerned: Persons responsible for budgets

Due Date: June 24, 2005

Reference: Administrative Circular 78, dated February 24, 2005, and Site Operations Circular 1023, dated December 17, 2004

Action Requested: Submit all merchant invoices and requests for 2004-2005 accounts payable charges to the Accounts Payable Unit by the due date. **It is mandatory to return Accounts Payable charge forms whether or not there are any charges.**

Brief Explanation:

All goods and services received by June 24, 2005, must be charged as a financial obligation to the 2004-2005 fiscal year.

Forward all invoices for these goods or services to the Accounts Payable Unit for payment no later than June 24, 2005.

If any 2004-2005 financial obligations exist **OTHER THAN PURCHASE ORDERS** that have not been invoiced by June 10, 2005, the Accounts Payable Unit must be informed by completing the Request for 2004-2005 Accounts Payable Charges form (attached, copy as needed). There may be only one payee and one obligation per form.

Please follow these guidelines:

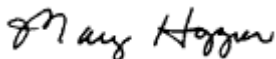
1. **For expenses incurred after June 3** (traditional schools) **or June 10** (year-round schools), verify that goods or services will be received on or before June 24, 2005. This includes expenses for athletic claims, equipment rental, etc. For deadline regarding expenses incurred prior to June 3, reference Administrative Circular 78, "2004-2005 Processing Deadlines."
2. **Thoroughly complete** each item on individual Request for 2004-2005 Accounts Payable Charges forms to prevent payment delays. **Please Note:** There may be only one payee and one item on each form, and the invoice total should be at least \$500.00.

3. **Submit the form NO later than June 24, 2005**, to the Accounts Payable Unit, Eugene Brucker Education Center, Room 3209, Attention: Sandy Deck. **NOTE: It is mandatory to return the form even if there are no charges to report.** If there are no charges to report, write “**NONE**” at the top of the form and be sure to complete the middle section of the form with your name, your location’s name, your signature, and your four-digit cost center number. This is very important for tracking purposes.
4. **When the actual invoice is received, clearly mark it PRIOR YEAR ACCRUAL 2004-2005**, before sending it to the Accounts Payable Unit for payment processing.
5. **DO NOT INCLUDE** Associated Student Body (ASB) obligations.
6. **DO NOT INCLUDE** purchase order obligations. Last day for entering e-Pro requisitions for this fiscal year is May 2, 2005.
7. **June 7, 2005, is the last day** for 2004-2005 walk-through orders from the selected vendors referenced in *Site Operations Circular 1023, dated December 17, 2004. After June 7, 2005, these orders will be charged to the 2005-2006 budget. ***Only the vendor addresses listed on this circular are valid for walk-through purchases.**

For information or questions contact Sandy Deck, Accounts Payable Unit of the Accounting Department at (619) 725-7755.

Scott H. Patterson
Chief Financial Officer
Financial Operations Division

APPROVED:



Mary Hopper
Chief Administrative Officer

MH:vb

Attachment

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

REQUEST FOR 2004-2005 ACCOUNTS PAYABLE CHARGES (For goods and services to be delivered by June 24, 2005, not yet invoiced by June 10, 2005.)

**DO NOT INCLUDE ASSOCIATED STUDENT BODY OR
PURCHASE ORDER OBLIGATIONS**

Payee/Vendor Name: _____

(Please Note: There may be only ONE payee and obligation per form)

Brief Description of Item/Service	Budget Number to be Charged	Estimated Amount

Person with budget responsibility:

Name _____ Location _____

Signature _____ Cost Center Number _____

When the actual invoice is received, *clearly mark it* PRIOR YEAR ACCRUAL 2004-2005, before sending it to the Accounts Payable Unit for payment processing.



For Accounts Payable use ONLY:

Date Paid	Amount	Warrant Number

**Return to Accounts Payable Unit, Eugene Brucker Education Center,
Room 3209, no later than June 24, 2005.**