

SAN DIEGO UNIFIED SCHOOL DISTRICT

Date: March 24, 2008

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

Subject: 2007-08 PROCESSING DEADLINES FOR:

- ATHLETIC REIMBURSEMENT CLAIMS
- DESKTOP DELIVERY SYSTEM FROM OFFICE DEPOT/WAXIE
- ONLINE EMPLOYEE EXPENSE REPORTS
- e-PRO/DIRECT CONNECT REQUISITIONS
- FIELD TRIP REQUESTS
- INVOICES
- MAINTENANCE SERVICE REQUESTS
- PROCUREMENT CARD PURCHASES
- WALK THROUGH/PICKUP PURCHASES

Department and/or Persons Concerned: Person(s) processing above transactions

Due Date: Deadlines listed below

Reference: Site Operations Circular 1002, Walk-Through/Pickup Purchase Procedures for Teaching Aids/Toys, Games, and Books, dated August 23, 2007.

Action Requested: Observe critical deadlines established below.

Brief Explanation:

To support the schedule for closing the 2007-08 fiscal year financial records, the following deadlines have been established:

1. **March 28** – Last day to submit and approve e-Pro requisitions against the 2007-08 budget that will require a competitive bid prior to purchasing and/or will require a board-approved contract prior to purchasing. A competitive bid and board approval is required when the total purchases for goods or services exceed \$72,400 or exceed \$15,000 for Public Works projects. This is a hard deadline; **there will be no exceptions**. E-Pro requisitions that will require a competitive bid prior to purchasing and/or will require a board-approved contract prior to purchasing which are not submitted and approved by the March 28 deadline must be submitted against the 2008-09 budget beginning May 2.
2. **April 16** – Last day to submit and approve e-Pro and Direct Connect requisitions against 2007-08 resources that will **NOT** carryover into 2008-09. Enclosed are two lists of 2007-08 resources balances: Attachment A lists resources that **will not** carryover into 2008-09 and Attachment B lists resources that **will** carryover into 2008-09. Carryover is for school sites only.
3. **May 1** – Last day to submit and approve all other e-Pro requisitions against the 2007-08 budget. This is a hard deadline; **there will be no exceptions**. Requisitions submitted and approved after this date will not be delivered until after July 1, 2008.
4. **May 2** – First day to submit e-Pro requisitions against the 2008-09 budget. E-Pro requisitions dated on or after May 2, 2008, will be charged against the 2008-09 budget. On May 2, 2008, *all*

e-Pro requisitions will be automatically dated "July 1, 2008." You must successfully budget check your requisition before you submit for approval. Preliminary budgets for 2008-09 will be loaded in PeopleSoft. Before you leave for the summer check the status of all your requisitions to make sure all are approved. The Procurement and Contracts office will process approved 2008-09 requisitions beginning July 1, 2008. Goods will be delivered after July 1, 2008.

5. **June 1** – Last day to deliver Maintenance Service Requests against the 2007-08 budget to the Budget Operations Department, Eugene Brucker Education Center, Room 3209. Expense will be charged against the year the work is done.
6. **June 6** – Last day to deliver Field Trip Transportation Requests electronically and have it charged against the 2007-08 budget. Any Field Trip Transportation Request scheduled after this date will be charged to the 2008-09 budget. If the field trip was reimbursed, the check must be attached to a printed copy of the Field Trip Transportation Request, and mailed to the Transportation Department.
7. **June 13** – Last day to make procurement card purchases against the 2007-08 budget. Any phone orders will need to be placed by such a date that the vendor will ensure posting to the June statement, which cuts on June 15, 2008.

8. **June 13** – Last day to present 2007-08 Non-Stock Requisitions to the selected vendors for walk thru purchases. (Reference Site Operations Circular 1002, dated August 23, 2007.)

Note: Only vendors at addresses listed in above-referenced circular are valid for walk-through purchases.

9. **June 20** – Last day to deliver invoices (i.e., rental and maintenance of equipment, consultant forms, athletic reimbursement etc.) against the 2007-08 budget to Account Payable. Invoices of \$500.00 or more received after the deadline must be entered on a "Request for 2008-09 Accounts Payable Charges" form. An administrative circular titled "2008-09 Accounts Payable Year-End Accrual Items" will be forthcoming in March 2008.
10. **June 20** – Last day for **all** employees to submit online employee expense reports for travel or mileage through June against the 2007-08 budget. Expense reports must be in a "Submitted" status in order to budget check. Budget check can manually be run by department level approver and automatic budget check takes place nightly at 9:00 p.m.

Note: You may not submit a claim, such as mileage, for future dates. Submission of online expense reports by June 20, 2008, may only include mileage or expenses that have actually been incurred.

11. **June 20** – Last day to submit Direct Connect e-Pro requisitions against the 2007-08 budget.
12. **June 27** – Last day to submit orders on Desktop Delivery System from Office Depot and Waxie against the 2007-08 budget.
13. **July 1** – First day to submit Direct Connect e-Pro Requisitions to be charged to the 2008-09 budget, Office Depot, Waxie, Grainger, Lakeshore, School Specialty, Sportime, and any additional vendors added to the Direct Connect e-Pro website.

Items listed above that are received after the deadlines will be processed after July 1, 2008, and charged to the 2008-09 budget. All items listed should be delivered to Accounts Payable, Eugene Brucker Education Center, Room 3209, unless otherwise specified.

For additional information or questions regarding e-Procurement, please contact Robin Hoffpaur at (858) 522-5805; for all other questions contact Connie Malmquist at (619) 725-7612.



William A. Kowba
Interim Chief Administrative Officer

GR:rm

Attachments

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

SAN DIEGO UNIFIED SCHOOL DISTRICT
 Financial Operations Division
 Budget Operations Department
 March 17, 2008

**2007/08 Resource Balances That WILL NOT Carryover to 2008/09
 For Sites Only**

Resource Code	Description
00800	AVID Tutors
30106	Title I-Supplemental Support
30120	SAIT Team Contract
30130	SAIT Corrective Actions
42010	Title III Immigrant Education Positions
42030	Title III LEP Positions
56400	Medi-Cal Allocation
62501	Early Mental Health Initiative-7 reg
62502	Early Mental Health 2006-2009
62503	Early Mental Health 2007-2010
62603	Alternative Certification Intern Grant #21
62604	Alternative Certification Intern Grant #75
62750	Teacher Recruitment & Student Support-end 03/31/2008
62865	ELAP Positions
70800	Middle & High School Supplemental Counseling
70915	EIA Positions
70913	EIA Special Ed
70919	EIA Program Imp
71200	Ed Tech Staff Development
72581	High Priority Schools Cohort 1
72582	Cohort 2 HPSGP (2006-07)
72680	HPSGP/SAIT
72681	HPSGP/SAIT
73901	10th Grade Counseling
73941	TIIBG-CSOS
73942	TIIBG Extended Day/Summer School
73945	TIIBG - Other Special Projects
73949	TIIBG Program Implementation
90651	ASES Transitional Grant
90681	21st Century Community Learning Centers Program

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**2007/08 Resource Balances that WILL Carryover to 2008/09
 For School Sites Only**

Resource Code	Description
00000	Site Discretionary
00091	Library Allocation/Yr. End Activity
00200	School Site Block Grant
00501	Hourly (Extended Field 0000 only)
02000	Governor's Performance Awards
04100	Medical Administration Activities
08000	Site Contributions
30100	Title I Basic Program (Limited to 15% of 2007/2008 Allocation)
30103	Title I Parent Involvement (Limited to 15% of 2007/2008 Allocation)
30130	Title I SAIT Corrective Action (Until 09/30/08)
41242	21st Century
58220	Magnet School Assistance Program (MSAP)
58370	Advanced Placement Incentive (API)
62580	Physical Ed Teacher Incentive Program
62860	English Language Acquisition Program (ELAP)
65000	Special Education Supply Allocation
65100	Special Education Infant Supply Allocation
67610	1x Arts, Music, PE Grant-PE
67611	1x Arts, Music, PE Grant-VAPA
70260	CA Instructional School Garden Grant
70910	Economic Impact Aid (EIA-LEP)
70911	Economic Impact Aid (EIA-CELDT)-into 70910
71401	GATE Site Discretionary Funds
72500	School Based Coordinated Program
72582	09 Cohort 2 HPSGP (2007-2008)
72710	CA Peer Assistance
72941	AB 466 Literacy
73915	School Community Violence Prevention
73940	Targeted Instruction Improvement Grant (TIIG)
73947	Master Plan for Instructional Materials-SIM (TIIBG)
73950	School and Library Improvement Block Grant
73960	School Discretionary Block Grant
90190	Other Local-Rice Family Foundation
90194	Rosa Parks UCSD Garden Project

Resource Code	Description
90195	NASA Technology Grant
90203	GATES Small Schools
91500	A + Energy Program
91602	Coke Intramural Sports
91603	Coke/PE K-12 Instruction
91604	PE Health Coke