

SAN DIEGO UNIFIED SCHOOL DISTRICT

Date: May 8, 2008

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

Subject: 2007-2008 ACCOUNTS PAYABLE YEAR-END ACCRUAL ITEMS

Department and/or Persons Concerned: Persons responsible for budgets

Due Date: June 30, 2008

Reference: Administrative Circular 82, dated March 24, 2008 and Site Operations Circular 1002, dated August 23, 2007

Action Requested: Submit all requests for 2007-2008 accounts payable accruals to the Accounts Payable Unit by the due date. **It is mandatory to return Accounts Payable Accrual forms whether or not there are any charges.**

Brief Explanation:

All goods and services received by June 30, 2008, must be charged to the 2007-2008 fiscal year.

Forward all invoices for these goods or services to the Accounts Payable Unit for payment no later than June 30, 2008.

If any 2007-2008 financial obligations exist (goods or services will be received by June 30) **OTHER THAN PURCHASE ORDERS** that have not been invoiced by June 20, 2008, the Accounts Payable Unit must be informed. Please complete a Request for 2007-2008 Accounts Payable Accrual 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 2** (traditional schools) **or June 9** (year-round schools), verify that goods or services will be received on or before June 30, 2008. This includes expenses for consultant services, athletic claims, equipment rental, etc. For deadline regarding expenses incurred prior to June 2, reference Administrative Circular 82, 2007-2008 Processing Deadlines, dated March 24, 2008.
2. **Thoroughly complete** each item on individual Request for 2007-2008 Accounts Payable Accrual forms to prevent improper accounting treatment of expenses. **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 30, 2008**, to the Accounts Payable Unit, Eugene Brucker Education Center, Room 3209. **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 department ID number. This is very important for tracking purposes.

4. **When the actual invoice is received, clearly mark it PRIOR YEAR ACCRUAL 2007-2008,** 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 April 16 for resources that will not carry over into 2008-2009 and May 1 for all other resources. For a list of resources that will not carry over, refer to Administrative Circular 82, 2007-2008 Processing Deadlines, dated March 24, 2008.
7. **June 13, 2008, is the last day** for 2007-2008 walk-through orders from the selected vendors referenced in *Site Operations Circular 1002, dated August 23, 2007. After June 13, 2008, these orders will be charged to the 2008-2009 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, Accounting Operations Department at (619) 725-7755.



William A. Kowba
Interim Chief Administrative Officer

WAK:vb

Attachment

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

REQUEST FOR 2007-2008 ACCOUNTS PAYABLE CHARGES (For goods and services not invoiced by June 20, 2008, but to be delivered by June 30, 2008)
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**DO NOT INCLUDE: ASSOCIATED STUDENT BODY OR
PURCHASE ORDER OBLIGATIONS**

Payee/Vendor Name:

(Please Note: There may be only ONE payee and one transaction)

Description of Item or Service Received and Invoice Number, if known.

Date Item or Service Received _____

Budget Number to be charged _____

Estimated Amount \$ _____

Person with budget responsibility:	
Name _____	Location Name _____
Signature _____	Dept. ID Number _____
When the actual invoice is received, <i>clearly mark it</i> PRIOR YEAR ACCRUAL 2007-2008, before sending it to the Accounts Payable Unit for payment processing.	



**Return to Accounts Payable Unit, Eugene Brucker Education Center,
Room 3209, no later than June 30, 2008.**