

SAN DIEGO UNIFIED SCHOOL DISTRICT

Date: March 10, 2009

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

Subject: 2008-09 PROCESSING DEADLINES FOR:

- ATHLETIC REIMBURSEMENT CLAIMS
- DESKTOP DELIVERY SYSTEM FROM 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:** Persons processing above transactions

Due Date: Deadlines listed below

Reference: Site Operations Circular 1001, WALK-THROUGH/PICKUP PURCHASE
PROCEDURES FOR TEACHING AIDS/TOYS, GAMES, AND BOOKS,
dated July 25, 2008.

Action Requested: Observe critical deadlines established below

Brief Explanation:

To support the schedule for closing the 2008-09 fiscal year financial records, the following deadlines have been established:

1. **March 27**– Last day to submit and approve e-Pro requisitions against the 2008-09 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 \$76,700 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 27 deadline must be submitted against the 2009-10 budget beginning May 1.
2. **April 16** - Last day to submit and approve e-Pro Direct Connect requisitions against 2008-09 Grant expiring resources into 2009-10. Enclosed is a list of expiring resources. These resources must be used or returned to the agency (State, Federal or Local) which allocated the resource.
3. **April 30**– Last day to submit and approve all other e-Pro requisitions against the 2008-09 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, 2009.

4. **May 1**– First day to submit e-Pro requisitions against the 2009-10 budget. E-Pro requisitions dated on or after May 1, 2009, will be charged against the 2009-10 budget. On May 1, 2009, *all e-Pro requisitions will be automatically dated “July 1, 2009.” You must successfully budget check your requisition before you submit for approval. Preliminary budgets for 2009-10 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 2009-10 requisitions beginning July 1, 2009. Goods will be delivered after July 1, 2009.
5. **June 1**– Last day to deliver Maintenance Service Requests against the 2008-09 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 9**– Last day to deliver Field Trip Transportation Requests electronically and have it charged against the 2008-09 budget. Any Field Trip Transportation Request scheduled after this date will be charged to the 2009-10 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 12** – Last day to make procurement card purchases against the 2008-09 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, 2009.
8. **June 12** – Last day to present 2008-09 Non-Stock Requisitions to the selected vendors for walk thru purchases. (Reference Site Operations Circular 1001, dated July 25, 2008.)
Note: Only vendors at addresses listed in above-referenced circular are valid for walk-through purchases.
9. **June 19** – Last day to deliver invoices (i.e., rental and maintenance of equipment, consultant forms, athletic reimbursement etc.) against the 2008-09 budget to Account Payable. Invoices of \$500.00 or more received after the deadline must be entered on a “Request for 2009-10 Accounts Payable Charges” form. An administrative circular titled “2009-10 Accounts Payable year end accrual items” will be forthcoming in March 2009.
10. **June 19** – Last day for **all** employees to submit online employee expense reports for travel or mileage through June against the 2008-09 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 19, 2009, may only include mileage or expenses that have actually been incurred. Expense reports must be created, approved and processed for payment in the same fiscal year. Expense reports created, but not processed for payment by Accounts Payable by June 30, 2009, will be denied. Those employees will have to create replacement expense reports on or after July 1, 2009, which will then be processed against the 2009-10 budget in the usual manner.

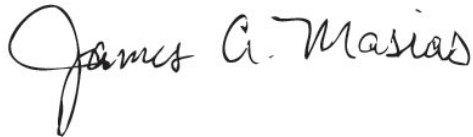
11. **June 19** – Last day to submit all Direct Connect requisitions including Waxie against the 2008-09 budget.
12. **July 1** – First day to submit all Direct Connect e-Pro Requisitions to be charged to the 2009-10 budget.

Items listed above that are received after the deadlines will be processed after July 1, 2009, and charged to the 2009-10 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 Hoffpauir at (858) 522-5805; for questions regarding expense reports, contact Sandy Davis at (619) 725-7756 for all other questions contact Connie Malmquist at (619) 725-7612.

Gamy Rayburn
Budget Operations Director
Financial Operations Division

APPROVED:



James Masias
Chief Financial Officer

GR:rm

Attachment

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

SAN DIEGO UNIFIED SCHOOL DISTRICT
Financial Operations Division
Budget Operations Department

March 9, 2009

Expiring Resources

| Resource Number | Resource Description | Expires |
|------------------------|--|----------------|
| 40450 | Title II: Enhance Ed Thru Tech | 6/30/2009 |
| 40460 | Title II: Pt D Ed Thru Tech Comp | 6/30/2009 |
| 40461 | Title II: Pt D Ed Thru Tech Comp | 6/30/2009 |
| 58281 | Elem Sec School Counseling II | 6/30/2009 |
| 58370 | Advanced Placement Incentive | 9/30/2009 |
| 62502 | Early Mental Health 2006-2009 | 6/30/2009 |
| 66700 | TUPE: High School Competitive (B_Ref 09) | 6/30/2009 |
| 71570 | ELL Supplemental Instr Mtls | 6/30/2009 |
| 72582 | High Priority Schls Cohort 2 | 6/30/2009 |
| 72860 | International Baccalaureate Program | 6/30/2009 |
| 90202 | Gates Foundation/New Amer School | 3/31/2009 |
| 90440 | Other Local: Comm Health | 6/30/2009 |
| 90550 | Tobacco Use Prevention Education (TUPE) via County | 6/30/2009 |
| 95450 | SD Community Fdn: Dental Hlth | 6/30/2009 |