

**SAN DIEGO UNIFIED SCHOOL DISTRICT**

**Date:** February 16, 2023

**To:** School Principals, Division and Department Heads

**Subject:** **2022-23 PROCESSING DEADLINES FOR:**

- Budget Transactions for Year-End
- e-Pro Requisitions (Special Request/Catalog/Direct Connect)
- Electronic Field Trip Requests
- Employee Online Expense Reports
- Employee Online Travel Authorizations
- Invoice Submission (such as Athletic Claim Reimbursements)
- Purchase of Stock/Inventory Items from Distribution Services

**Department and/or**

**Persons Concerned:** Persons processing above transactions – Please distribute to all necessary personnel responsible for budgets.

**Due Date:** Deadlines listed below.

**Action Requested:** Observe critical deadlines established below.

**Brief Explanation:** To ensure sites and departments do not experience unanticipated expenditures in the new fiscal year, the following fiscal year-end requirements for procurement of materials and services have been implemented.

Early action provides adequate lead-time to ensure materials and services are ordered, delivered and expensed before June 30, 2023.

**\*\*\*SIGNIFICANT DELAYS IN SUPPLY CHAIN CAN AFFECT YOUR ORDERS\*\*\***

To support the schedule for closing the 2022-23 fiscal year financial records, the following deadlines have been established. Adherence to each deadline is critical.

**\*\*\*PLEASE PLAN AHEAD\*\*\***

**Do not wait until the final deadlines to make your purchasing decisions.**

**There will be no carryover budgets for orders not received and paid in full by June 30, 2023.**

- March 9, 2023**                      **5th Annual End-of-Year Conference on Best Practices in Procurement, Contracting, and Year-end closeout, 12:30 pm - 2:30 pm**. The Agenda for the Conference can be found on the registration page. Please register at:  
<https://sandiegounified.truenorthlogic.com/ia/empari/learning2/course/viewCourseSearch?courseId=15419>
- March 17, 2023**  
(Per Site Operations  
Circular No. 1034,  
10/12/2022)                      **DEADLINE and LAST DAY for sites to submit e-Pro requisitions for payment of 2022-23 AP/IB/PSAT Test Fees.**
- School sites may enter and save a placeholder requisition in PeopleSoft if the invoice amount is unknown. Once the invoice is received, the requisition can be submitted for approval.
- April 14, 2023**                      **DEADLINE and LAST DAY to submit and approve e-Pro Special Request requisitions for the 2022-23 budget for:**
- All funding sources *except* stock/inventory items. This is a hard deadline for ePros; **no exceptions** will be made. Requisitions submitted and approved after this date will not be ordered until July 1, 2023 and will be charged to the 2023-24 budget.
  - **Grant resources expiring on or before June 30, 2023.** A list of expiring resources is attached (Attachment 1). These resources must be used or will be returned to the state, federal, or local agency who allocated the resource.
- April 14, 2023**                      **DEADLINE and LAST DAY for ALL departments and school sites to enter and save a placeholder requisition in PeopleSoft to pre-encumber an invoice amount that is unknown.**
- Once the invoice is received by the department or school site, the requisition can be submitted for approval.
  - The deadline for stock/inventory items has been moved out so it is not necessary to create placeholder requisitions for stock/inventory items.
- May 12, 2023**                      **DEADLINE and LAST DAY to submit and approve all e-Pro Direct Connect requisitions to be charged to the 2022-23 budget. A list of companies participating in the Direct Connect process is enclosed (Attachment 2).**
- May 26, 2023**                      **DEADLINE and LAST DAY to order Printing services to be charged to the 2022-23 budget. Printing requests submitted after this date will be charged to the 2023-24 budget.**

- May 26, 2023**                    **DEADLINE and LAST DAY to notify Finance Analysts to:**
- **Close any Purchase Orders** related to the 2022-23 budget.
  - **Process any year-end expense transfers** to ensure timely year-end clean-up.
- May 26, 2023**                    **LAST DAY for School Site Council to approve all Title I budget adjustments including projected expenses through June 30 for the 2022-23 budget.**
- May 26, 2023**                    **DEADLINE and LAST DAY to submit Purchase Card Limit Requests.** This allows for merchant processing and fulfillment in order for items to be received by June 30, 2023.
- May 26, 2023**                    **DEADLINE and LAST DAY to electronically submit Field Trip Transportation Requests for the 2022-23 budget.** All field trips requested by May 26, 2023 and scheduled to take place on or before June 30, 2023 will be charged to the 2022-23 budget. Field trips scheduled for July 1, 2023 or later will be charged to the 2023-24 budget.
- If the field trip is to be reimbursed, a check made payable to San Diego Unified School District must be attached to a printed copy of the Field Trip Transportation Request and mailed to the Finance Division, Eugene Brucker Education Center, Room 3209.
- June 1, 2023**                    **FIRST DAY to submit e-Pro Special Request and Catalog requisitions for the 2023-24 budget.**
- ALL** e-Pro special request and catalog requisitions submitted after the deadlines listed above will be automatically dated “*July 1, 2023*” and charged to the 2023-24 budget. **Before leaving for the summer, all requisitions must be successfully budget-checked and fully approved.** Preliminary budgets for 2023-24 will be loaded in PeopleSoft at a later date. The Strategic Sourcing and Contracts Department will process all approved 2023-24 requisitions beginning July 1, 2023. Goods will be delivered after July 1, 2023.
- June 2, 2023**                    **DEADLINE and LAST DAY to order Stock/Inventory items including copier paper** through Distribution Services to be charged to

the 2022-23 budget. Orders submitted after this date will be charged to the 2023-24 budget.

**June 2, 2023**

**DEADLINE** for departments and school sites to clear-out/cancel all unused placeholder requisitions by the end of the day.

**June 2, 2023**  
**(Submit TAs)**

**DEADLINE and LAST DAY to Submit Travel Authorizations for staff professional development events.** *Please Note:* The PeopleSoft travel and expense portal will be closed June 3, 2023 through July 10, 2023 – re-opening on July 11, 2023. Although the travel portal will be offline beginning June 3, fully approved TAs are *still required* for travel occurring during that time. Please make sure to note this deadline and submit all TAs with adequate time to be **fully approved prior to the travel dates**.

**June 12, 2023**  
**(Full Approval TAs)**

**DEADLINE and LAST DAY for Full Approval of all submitted Travel Authorizations for staff professional development events.**

All travel authorizations must have valid budget statuses and be fully approved at the branch approver level by this date. Ample time must be allowed for Accounts Payable staff to process requested prepayments for airfare, hotel, or conference registration fees.

Travel authorizations not fully approved by June 12, 2023 will be denied. If travel dates have not passed, replacement TAs can be created and submitted on or after July 11, 2023. Travel expenses cannot be accrued at fiscal year-end.

**June 2, 2023**  
**(Submit ERs)**

**DEADLINE and LAST DAY to Submit Expense Reports for travel or mileage expenses incurred up to the submission date, to be charged to the 2022-23 budget.**

**June 12, 2023**  
**(Full Approval ERs)**

**DEADLINE and LAST DAY for Full Approval of all submitted Expense Reports for travel or mileage expenses incurred up to the submission date, to be charged to the 2022-23 budget.**

Expense reports are mandatory for all travel authorizations - even when no reimbursement is due to the traveling employee - and must be created, submitted, budget-checked, approved and processed for payment in the same fiscal year. Expense Reports for completed travel and mileage reimbursement must be submitted and fully approved by June 12, 2023 to be charged to the 2022-23 budget.

Expense reports may only include mileage or expenses that have actually been incurred prior to the expense report submission date.

A new expense report must be created on or after July 11, 2023 for reimbursement of travel or mileage expenses incurred but not submitted and approved by June 12, 2023. These expenses will be charged to the 2023-24 budget. Expense reports created but not processed for payment by June 30, 2023 will be denied, and replacement expense reports will need to be created on or after July 11, 2023 for processing against the 2023-24 budget.

**June 9, 2023**

**DEADLINE for P-Card transactions to Post to the JPM PaymentNet system for payment from the 2022-23 budget.**

This is a hard deadline; **no exceptions** will be made. Please allow sufficient time for your purchase **to Post** to your P-Card statement by June 9, 2023. Vendors do not always process online transactions immediately, or they charge the card the day item(s) ship, which can be several days later. For this reason, last minute p-card purchases might not post in time to be paid with 2022-23 funds. Email, online, and phone orders should be placed well in advance of this deadline to ensure transactions are **posted to PaymentNet** accounts on or before June 9, 2023. Purchases posted in PaymentNet after the statement cut-off will be charged to the 2023-24 budget. Purchases not reviewed and approved by statement close will be posted using the default budget string assigned in PaymentNet. P-Card transactions cannot be accrued at fiscal year-end.

**June 12, 2023**

**DEADLINE and LAST DAY to deliver invoices to Accounts Payable to be charged to the 2022-23 budget.**

Invoices should be delivered to Accounts Payable for payment processing by email to [apinvoices@sandi.net](mailto:apinvoices@sandi.net) or hard copy through district mail. Examples include athletic reimbursement claims, consultant invoices, or any invoices mailed directly to sites. Invoices received by sites and departments after June 12, 2023 and not forwarded to Accounts Payable, must be entered on the Year-End Accrual Form which will be distributed in May 2023, attached to Administrative Circular titled "2022-23 Accounts Payable Year-End Accrual Items."

**July 1, 2023**

**FIRST DAY to submit and approve e-Pro Direct Connect requisitions to be charged to the 2023-24 budget.** A list of companies participating in the Direct Connect process is enclosed (Attachment 2).

**PLEASE PLAN AHEAD FOR YOUR YEAR-END PURCHASES, EXPENSE REPORTS, AND TRAVEL AUTHORIZATION SUBMISSIONS!** Early action is needed to ensure sites

and departments do not experience unanticipated expenditures in the next fiscal year when the same resources may not be appropriated. There will be no carryover budgets for any orders not received and paid in full by June 30, 2023.

Accounts Payable (A/P) staff will make every effort to pay invoices received in A/P after the June 12 deadline by the June 30, 2023 year-end close. Invoices not paid by June 30, 2023 (for payment against 2022-23 POs) will be held for payment until fiscal year-end processes are completed at the end of July 2023 and will be charged to the 2023-24 budget. New travel authorizations and expense reports may be submitted on or after July 10, 2023. Original invoices and travel receipts should be delivered to Accounts Payable, Eugene Brucker Education Center, Room 3141, unless otherwise specified.

For additional information or questions regarding e-Procurement, refer to the Strategic Sourcing and Contracts Point of Contact list:

[https://docs.google.com/spreadsheets/d/1XG3kfjQhNmlJkJl\\_M-a5LTNVQ36yNNtB/edit?skip\\_itp2\\_check=true#gid=500881086](https://docs.google.com/spreadsheets/d/1XG3kfjQhNmlJkJl_M-a5LTNVQ36yNNtB/edit?skip_itp2_check=true#gid=500881086). For questions regarding travel authorizations or travel expense reports, please contact Cordae Auld at [cauld@sandi.net](mailto:cauld@sandi.net). For other fiscal year-end finance questions, please contact the Strategic Planning for Student Achievement Department.

Alicia Rolfe  
Controller

**APPROVED:**



Jodie Macalos  
Executive Director, Finance Division

John Hensley  
Chief Operations Officer

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Attachments: 1: [2022-23 Expiring Resources](#)  
2: [2022-23 Direct Connect Vendors](#)