

SAN DIEGO UNIFIED SCHOOL DISTRICT

Date: February 23, 2010

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

Subject: 2009-10 PROCESSING DEADLINES FOR:

- EMPLOYEE ONLINE EXPENSE REPORTS
- e-PRO REQUISITIONS (Special Request/Catalog/Direct Connect)
- ELECTRONIC FIELD TRIP REQUESTS
- INVOICES (such as Athletic Claim Reimbursements)
- MAINTENANCE SERVICE REQUESTS
- PURCHASE OF COPIER PAPER FROM DISTRIBUTION SVCS.
- ~~PROCUREMENT CARD PURCHASES~~ – SUSPENDED PER SPENDING FREEZE GUIDELINES MEMO
- ~~WALK THROUGH/PICKUP PURCHASES~~ – SUSPENDED PER SPENDING FREEZE GUIDELINES MEMO

Department and/or Persons Concerned: Persons processing above transactions – Please distribute to all necessary personnel

Due Date: Deadlines listed below

Reference: Spending Freeze Guidelines memo dated November 4, 2009

Action Requested: Observe critical deadlines established below

Brief Explanation:

Due to the financial challenges faced this fiscal year, it is necessary to accelerate the deadline dates to request materials and services with resources that must be expended during 2009-10.

It is very important to allow adequate lead-time to ensure materials and services can be properly encumbered, ordered, delivered and expensed on or before June 30, 2010. This is to ensure that sites and departments will not experience unanticipated expenditures in the following fiscal year when the same resources may not be appropriated. *There will be no carryover budgets for any orders not received and paid for by June 30, 2010.*

Each site principal and department head must approve financial transactions within guidelines outlined in the Spending Freeze Guidelines memo distributed November 4, 2009 and revised January 15, 2010. The spending freeze guidelines may be revised periodically. Adherence to each deadline date below is critical.

To support the schedule for closing the 2009-10 fiscal year financial records, the following deadlines have been established:

1. **March 12** - Last day to submit and approve e-Pro Special Request requisitions against the 2009-10 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 \$78,500 or exceeds \$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 12 deadline must be submitted against the 2010-11 budget beginning April 29.

2. **March 26** - Last day to submit and approve e-Pro Special Request or Catalog requisitions against the 2009-10 budget for *grant resources that expire on or before June 30, 2010*. 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 28** – Last day to submit and approve all Special or Catalog e-Pro requisitions for *all* funding sources against the 2009-10 budget. This is a hard deadline; **there will be no exceptions.** Requisitions submitted and approved after this date will not be ordered and delivered until after July 1, 2010.

Do not wait until the final deadline date to submit your orders. **There will be no carryover budgets for any orders not received and paid for by June 30, 2010.**

4. **April 29** – First day to submit e-Pro Special Request and Catalog requisitions against the 2010-11 budget. E-Pro requisitions dated on or after April 29, 2010 will be charged against the 2010-11 budget.

On April 29, 2010, *all e-Pro requisitions will be automatically dated "July 1, 2010."* **You must successfully budget check your requisition before you submit for approval. Preliminary budgets for 2010-11 will be loaded in PeopleSoft at a later date. Before leaving for the summer, budget check and approve all your requisitions.** The Strategic Sourcing and Contracts office will process approved 2010-11 requisitions beginning July 1, 2010. Goods will be delivered after July 1, 2010.

5. **June 9** – Last day to submit Field Trip Transportation Requests electronically against the 2009-10 budget. All field trips scheduled to take place on or before June 30, 2010 and requested by this date will be charged to the 2009-10 budget. Field trips scheduled for July 1, 2010 or later will be charged to the 2010-11 budget.

If the field trip is to be reimbursed, a check payable to San Diego Unified School District must be attached to a printed copy of the Field Trip Transportation Request, and mailed to the Transportation Department.

Each site/department must submit field trip requests three weeks in advance. Any trip scheduled for June 30, 2010 must be requested no later than June 9, 2010.

6. **June 11** – Last day to submit all e-Pro Direct Connect requisitions against the 2009-10 budget. A list of companies participating in the Direct Connect process is enclosed.

7. **SUSPENDED Due to Spending Freeze: June 11** – Last day to make procurement card purchases against the 2009-10 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, 2010.
8. **SUSPENDED Due to Spending Freeze: June 11** – Last day to present 2009-10 Non-Stock Requisitions to the selected vendors for walk thru purchases. No circular was published this fiscal year due to the spending freeze. Note: Only vendors at addresses listed in the annual circular are valid for walk-through purchases.
9. **June 18** – Last day to deliver invoices (such as athletic reimbursement claims, invoices from consultants, or any invoices mailed to sites or departments) which are to be charged against the 2009-10 budget to the Account Payable department. Invoices of \$500 or more received after the deadline must be entered on a “2009-10 Accounts Payable Year-end Accrual Items” form. An administrative circular titled “2009-10 Accounts Payable Year-end Accrual Items” will be forthcoming in March 2010.
10. **June 18** - Last day to order copier paper through Distribution Services charged to the 2009-10 budget. Orders submitted after this date will be charged to the 2010-11 budget.
11. **June 21** – Last day for **all** employees to submit online expense reports for travel or mileage through June 2010 against the 2009-10 budget. Expense reports are mandatory for all travel authorizations, even in cases where registration, lodging or airfare was prepaid by Accounts Payable and there is no reimbursement due the traveling employee. Call the Accounts Payable department if you have any questions about this requirement.

Expense reports must be in a “submitted” status in order to budget check. Budget check must return a status of “valid” to be eligible for approval. Budget check can be manually run by the 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 21, 2010 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, 2010, will be denied. Those employees will have to create replacement expense reports on or after July 1, 2010, which will then be processed against the 2010-11 budget in the usual manner.

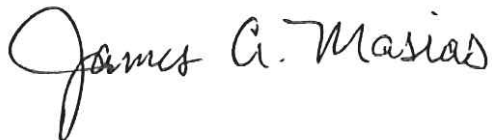
12. **July 1** – First day to submit Direct Connect e-Pro requisitions to be charged to the 2010-11 budget. A list of companies participating in the Direct Connect process is enclosed.

Items listed above that are received after the deadlines will be processed after July 1, 2010 and charged to the 2010-11 budget. All items listed should be delivered to Accounts Payable, Eugene Brucker Education Center, Room 3141, unless otherwise specified.

For additional information or questions regarding e-Procurement, please contact Robin Hoffpaur at (858) 522-5805. For questions regarding expense reports, please contact Sandy Davis at (619) 725-7756. For all other questions, please call the Budget Department hotline at (619) 725-7585.

Ami Shackelford
Director, Financial Services
Finance and Business Services Division

APPROVED:

A handwritten signature in cursive script that reads "James A. Masias". The signature is written in black ink and is positioned below the "APPROVED:" text.

James A. Masias
Chief Financial Officer

AS:rm

Attachment

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

**SAN DIEGO UNIFIED SCHOOL DISTRICT
Finance and Business Services Division
Financial Planning Department**

January 25, 2010

Expiring Resources

Resource Number	Resource Description	Expiration Date
30250	Title I: Delinquent	06/30/10
31052	Even Start: Helping Hands	06/30/10
40353	Title II: Private Schools	06/30/10
45101	Indian Ed: DOE	06/30/10
45102	Johnson-O'Malley	06/30/10
50250	Child Dev Fed Child Care Ctr (C-0001	06/30/10
62503	Early Mental Health 2007-2010	06/30/10
62504	Early Mental Health 2008-2011	06/30/10
62505	Early Mental Health 2009-2012	06/30/10
72500	School Based Coordination Program	06/30/10
90651	ASES (Primetime)	06/30/10
91100	School Readiness Prop 10	06/30/10
91120	Other Local: Middle College	06/30/10

SAN DIEGO UNIFIED SCHOOL DISTRICT
Finance and Business Services Division
Strategic Sourcing and Contracts Department

January 25, 2010

Vendors Participating in Direct Connect Ordering Process

Classroom Supplies:

Abilitations
Fisher Science Education
Frey Scientific
Lakeshore Learning Materials
Office Depot
Sax Arts & Crafts
School Specialty
Sportime

Maintenance, Repair & Operations:

Grainger
Graybar
HD Supply
Waxie
WESCO Distribution