



THE SCHOOL DISTRICT OF
PALM BEACH COUNTY, FL

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**Action By:
Various Dates**

TO: Principals and Directors
FROM: Heather Frederick, CPA / Chief Financial Officer
SUBJECT: **FY24 END-OF-YEAR PEOPLESOFT CLOSEOUT**

This bulletin contains guidelines to be followed for closing the FY24 financial records and opening the FY25 financial records. If it relates to salary and non-salary items, additional year-end and summer payroll guidelines will be distributed separately to the principals and payroll contacts.

Thank you for your cooperation and assistance as we work together toward another successful year-end closeout. This information will be discussed in detail with the school and department budget keepers on Tuesday, April 2, 2024 from 8:30 - 11:30 AM, at the annual Financial Management Closeout Meeting which will be held virtually. Attendees will need to register through eLearning.

Critical Year-End Tasks and Timelines for Closing FY24

FY24 BUDGET TRANSFERS

- Review the Budget Overdraft Report and cover any account deficits prior to the end of FY24. Schools and departments may enter, approve, and post FY24 budget transfers for all funds through Thursday, June 27. When entering FY24 budget transfers, allow the date to default to the current date. Since two fiscal years will be open, enter 2024 as the budget period on the Budget Lines Tab.

If FY24 budget transfers are necessary after Thursday, June 27, 2024, (to cover late occurring deficits or to process P- Card payments), be sure to use Thursday, June 27, 2024, as the journal date and enter 2024 as the budget period on the Budget Lines tab.

FY25 BUDGET TRANSFERS IN THE FY24 SCHOOL YEAR

- If transferring FY25 budget prior to Sunday, June 30, 2024, it must be done on a separate transfer (see FY25 Budget Transfers section); FY24 and FY25 transfers may not be placed on the same transfer.

FY24 REQUISITIONS

- Monitor requisitions on a regular basis using the Manage Requisitions page in PeopleSoft.
- Requisitions will not roll forward to FY25; as such, any unprocessed requisitions must be entered again from the FY25 budget allocation using 2025 as the budget period.
- The final day to enter and approve a SPECIAL REQUEST requisition against FY24 budgets is Friday, April 26, 2024.
 - Exception: Schools may continue to place FY24 Marketplace orders until Friday, May 3rd, 2024, and FY24 Warehouse Orders until Friday, May 10, 2024.
 - Exception: Grants that end Sunday, June 30, 2024, may continue to place FY24 Marketplace orders until Friday, May 3, 2024, and FY24 Warehouse orders until Friday, May 24, 2024.
 - Exception: Grants that cross fiscal years may continue to place Warehouse and Marketplace orders until Thursday, June 6, 2024.

MARKETPLACE REQUISITIONS TO OUTSIDE VENDORS

- If ordering from operating funds (fund 1XXX) or grants with an end date of Sunday, June 30, 2024 (fund 4XXX) or capital funds (fund 3XXX) the final day to enter and approve a Marketplace requisition to outside vendors is Friday, May 3, 2024.
- If ordering from grants with an end date that extends beyond Sunday, June 30, 2024, the final day to enter and approve a Marketplace requisition to outside vendors is Thursday, June 6, 2024.

WAREHOUSE REQUISITIONS

- If ordering from grants with an end date of Sunday, June 30, 2024, the final day to enter and approve a warehouse requisition to the Supply Warehouse is Friday, May 24, 2024.
- If ordering from grants with an end date that extends beyond Sunday, June 30, 2024, the final day to enter and approve a warehouse requisition to the Supply Warehouse is Thursday, June 6, 2024.
- The final day to enter and approve warehouse requisitions for all other funding sources is Friday, May 24, 2024.
- Monitor FY24 requisitions regularly to ensure they have been approved and sourced into a PO. On Friday, May 10, 2024, cancel any requisitions processed against budgets that end Sunday, June 30, 2024, if they have not been approved by the principal.

REQUISITIONS FOR SUMMER EDUCATIONAL PROGRAMS

- Most supply budgets for summer programs are budgeted in FY24 and will not roll forward to FY25.
- Summer School Sites and Summer Reading Academies must post and approve Special Requisitions by Friday, May 10, 2024, and Marketplace Requisitions by Friday, May 3, 2024, using funds provided in Fund 4454, 4462, 4463 or Fund 1102/Award Year 2024 clearly indicate **SUMMER SCHOOL** on all requisitions.

RECEIVING FY24 POs

- Check the Missing Receipts Report on a regular basis to help identify POs that need to be received.
- It is not necessary to wait for the vendor to complete the PO; enter PeopleSoft receipts when items are delivered by the vendor.
- Contact vendors to expedite delivery on FY24 POs to ensure that payment is made from FY24 funds. For schools, items must be delivered, received, invoiced, and posted for payment before the school bookkeeper's summer vacation. For 12-month operations, all FY24 purchases must be delivered, received, invoiced, and posted for payment by the close of the fiscal year on Sunday, June 30, 2024.
- All FY24 POs that are not complete by Sunday, June 30, 2024, will roll forward to FY25 and they will be paid from the school or department's FY25 budget allocation.

PAYMENT OF INVOICES RELATING TO FY24 PURCHASES

- Check the Missing Invoice Report on a regular basis to help identify POs that have been received in PeopleSoft but do not have an invoice associated with the purchase. If the order has been received accurately, contact the vendor to request that the invoice be submitted to Accounts Payable by Monday, June 24, 2024. This will allow sufficient time to process payment for FY24.
- Submit [1767 Miscellaneous Employee Payment](#) and/or [PBSD 0121 Payroll Time and Attendance Correction](#) for inclusion on the Friday, June 7, 2024, paycheck to Payroll by Wednesday, May 29, 2024.
- Submit PBSD 1275 Miscellaneous Payment Request for internal accounts reimbursements, and postage to Accounts Payable by Monday, June 24, 2024.
- All invoices for FY24 POs must be submitted to Accounts Payable by Monday, June 24, 2024, for accrual as FY24 expenditures.

CLOSING FY24 PURCHASE ORDERS

- Use the following PeopleSoft query to obtain a list of open PO lines for your school or department: PBF_PO_OPEN_SHIPTO VCHR. This will provide a list of all open PO lines for a specific ship-to location, including amounts received and invoiced to date.
- Any PO on this list that is fully received and invoiced should be closed, please send an email to: closeporequest@palmbeachschools.org and the PO will be closed. You are encouraged to start this process immediately. **Please do not request purchase orders to be closed the same day you create a receipt. The receipt needs to be associated with a voucher and the voucher needs to be matched, budget checked and posted before the PO can be closed. Please make sure the supplier has submitted all invoices that correspond to the receipts you have created.**

TRAVEL AND MILEAGE CLAIMS

- Travel or mileage claims that occurred in May 2024 must be electronically submitted to Accounts Payable by Sunday, June 30, 2024.
- June travel and mileage claims must be electronically submitted to Accounts Payable by Tuesday, July 9, 2024.
- Prior to submitting the paperwork, process budget transfers if necessary to ensure funds are available.

- Unpaid FY24 travel or mileage claims received after Tuesday, July 9, 2024, will not be processed in accordance with [School Board Policy 6.01](#) Authorized Travel Expense Reimbursement. **Please DO NOT wait until the very last minute to complete and submit mileage or travel claim forms.**

EXPENDITURE TRANSFERS AND [PBSD 2242](#) PROCESSING

- Expenditure transfer requests for salary or non-salary budget lines must be requested by Monday, June 17, 2024, to ensure the entry is posted against the FY24 budgets.
- Any requests to reclassify expenditures between internal accounts statements and school budgets made on the [PBSD 2242 Internal Accounts Funding Source Change for District Services and Goods](#) must be received in Accounting by Monday, June 17, 2024, to ensure those transactions are posted to FY24.

PURCHASE ORDER ROLLOVER FROM FY24 TO FY25

- After ALL FY24 invoices have been paid, the unpaid POs will be rolled forward to FY25. This process will begin on Friday, July 19, 2024.
- Ensure any completed POs are closed prior to the PO rollover to avoid carrying obsolete POs forward into FY25. While open POs will roll from FY24 to FY25, the associated funding generally does not roll, and will encumber FY25 funding (see FY24 Budget Carryover section for a list of funding that does carryover).
- FY24 POs are expected to be available for payment against FY25 budgeted funds the first week of August.

PURCHASING CARDS

- Schools and Departments are encouraged to finalize all FY24 P-Card purchases by Thursday, June 6, 2024, to ensure that those purchases are reflected on the June VISA statement since transactions usually do not post to the statement the same day the purchase is made.
- Process any necessary budget transfers in accordance with the dates outlined above to ensure funds are available to cover any FY24 P-Card purchases.
- The VISA statement cut-off date for June's P-Card business is Monday, June 24, 2024. All transactions posted to the June VISA statement will be recorded as FY24 expenditures.
- P-Card Site Administrators must code and approve all June P-Card transactions by Monday, July 8, 2024. Transactions that are not properly coded and approved will be posted to the default account and will appear on the Force-Post report, which will be emailed to the P-Card Site Administrator.
- P-Card Site Administrators are responsible for reviewing the Force-Post report for accuracy and must request any required expenditure transfers by Tuesday, July 9, 2024.
- P-Card transactions posted to the VISA statement on Thursday, June 27, 2024, or afterward, will appear on the July statement and they must be paid from the FY25 budget, regardless of when the purchase was actually made.

FY24 BUDGET CARRYOVERS

- **OPERATING FUNDS (Fund 1XXX)** - Unspent budgets in the operating funds generally do not roll forward from one year to the next with a few notable exceptions:

Description	Fund	Program
School Improvement Funds	1000	3040
Middle Schools/After School Program	1000	3060
Advanced Placement	1000	3065
Industry Certification	1000	3069
Substitute Budgets	1000	3088
Miscellaneous Local Grants	1001	Various
Florida School Recognition (A+)	1101	000
Extended Learning (SACC)	1301	Various
Summer Camp	1303	Various
Community Schools	1304	Various

- Budget carryovers will be processed after the books are closed for FY24, estimated to be mid-September.
- **GRANT FUNDS (Fund 4XXX)** - Grants that close on Sunday, June 30, 2024, do not carry over to FY25; however, grants that cross fiscal years will have funds available in FY25. The tentative date for grant budget carryovers is mid- September, after the FY24 books are closed.
- **CAPITAL FUNDS (Fund 3XXX)** - Capital funds encumbered or allocated to a specific project are expected to be available the first week of August. Capital funds not associated with specific projects will not be carried forward to FY25. Please contact the Treasury Department if there are specific questions about carryover capital funds.

Critical Year-End Tasks and Timelines for Opening FY25

FY25 BUDGET TRANSFERS

- Spending is restricted to 50% of FY25 tentative budget allocation until final budget adoption by the Board in September.
- Schools and Departments may begin processing budget transfers for FY25 on Tuesday, April 30, 2024.
- During May and June, use July 1, 2024, as the journal date for FY25 budget transfers. On July 1, 2024, begin using the current date as the default. Since two fiscal years will be open during May, June, and July, be sure to enter 2025 as the budget period on the Budget Lines Tab for FY25.

FY24 and FY25 transfers may not be entered on the same budget transfer.

START-UP CUSTODIAL SUPPLY ORDERS FOR FY25

- Each elementary, middle, and high school will receive a start-up order of custodial supplies in preparation for the start of school. These warehouse items will be ordered by the Area Maintenance Coordinators and will be delivered to the schools during the month of July.
- The order will include a basic supply of hand soap, paper towels, toilet tissue, and trash can liners.
- Schools requiring additional FY25 custodial supplies may place orders through normal channels as outlined below.

FY25 REQUISITIONS USING BUDGETED FUNDS

- Schools and Departments may begin entering FY25 requisitions on Monday, April 29, 2024. Schools and Departments may not mix two budget years on the same requisition.
- When the FY25 ordering period begins, the system will ask the user to select NEXT FISCAL YEAR to order using FY25 budgeted funds and will default to 2025 as the budget year on the requisition.
- Enter and approve FY25 warehouse orders by Thursday, June 6, 2024, to ensure delivery prior to the start of school. Purchasing will begin dispatching FY25 purchase orders to vendors beginning Monday, July 1, 2024. The warehouse will begin shipping FY25 warehouse orders on Wednesday, July 3, 2024. All schools must make arrangements to receive and secure warehouse deliveries during the summer months. No deliveries for FY25 requisitions will be made before Sunday, June 30, 2024.
- Schools and Departments are encouraged to enter receipts for FY25 purchase orders on a continual basis. Check the Missing Receipts Report on a regular basis to help identify purchase orders that need to be received.
- It is not necessary to wait for the vendor to complete the PO. Enter PeopleSoft receipts whenever items are delivered by the vendor.

FY25 PURCHASES USING SCHOOL INTERNAL ACCOUNTS

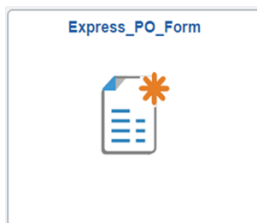
- Schools may begin entering FY25 PeopleSoft requisitions for internal funds (Fund 1801) on Sunday, June 30. Schools may begin using the P-Card for internal funds purchases on Friday, June 28, 2024.
- PeopleSoft purchases coded to internal accounts will be invoiced to the school by Accounting Services on a regular basis. Schools are responsible for printing internal accounts statements and invoices on a regular basis. Schools must reimburse the District for internal accounts charges within 30 days. Delinquent payments could result in the loss of this privilege.
- Any requests to reclassify FY24 expenditures to or from the internal accounts statements should be made on the [PBSD 2242](#) which must be received in Accounting by Monday, June 17, 2024, to ensure completion prior to the close of FY24.
- All purchases are to be from bid-awarded vendors, when available. When a bid-awarded vendor is not identified, the principal must follow the standard purchasing procedures, which include obtaining three or more quotes for all purchases over \$5,000. Purchasing staff will solicit formal bids for purchases over \$50,000. While all internal accounts require the principal's approval prior to making the purchase, each principal has the flexibility to manage the approval process for small dollar purchases on their campus. Small dollar purchases are defined as orders of \$1,000 or less, and they may be approved verbally if the

principal chooses this option; therefore, not requiring a written PO for small dollar internal funds POs for FY25.

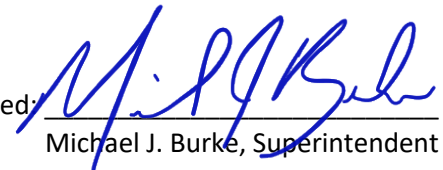
- Internal accounts purchase(s) for commodities and supplies totaling more than \$1,000 require a written PO for FY25. Schools may enter a requisition through PeopleSoft but they also have the option to use the [PBSD 1882 Internal Accounts Purchase Order](#).
- FY25 internal accounts commodity or supply purchases of \$50,000 or more when using a bid-awarded vendor for the purpose identified in their contract, or for \$15,000 or more when making a purchase not currently on a bid contract, require Purchasing Department approval. Schools may enter requisitions through the PeopleSoft system or they may submit an internal accounts PO to genell.mcmann@palmbeachschools.org for approval. These purchases require formal quotations or bids and must be handled by the Purchasing Department staff.
- Employee reimbursements and travel costs listed on an approved Leaves/Temporary Duty Elsewhere (TDE) Application do not require the issuance of an internal accounts PO. In addition, items listed on an approved [PBSD 0153 Fundraising Application/Recap](#), [PBSD 1420 School District Consultant Agreement Packet](#), or PBSD 1894 Field Trip/Activity Planning Report and Approval Request are exempt from the requirement to issue an internal accounts PO since those documents are permitted to serve as a PO substitute when the vendors are being paid from internal funds.

FY24 PURCHASES After Deadline

- If there is an urgent need for an FY24 purchase order to be placed after April 26, 2024, you will need to request an out-of-cycle purchase order through a tile on the portal. The tile will appear on the portal on April 29, 2024. The form will need to be completed to initiate a request for an out-of-cycle purchase order. Following submission, the form will be routed for the appropriate approvals. Upon approval, the requester will be notified that the Purchase Order has been dispatched with the purchase order number. It is important to note that completing this form does not guarantee the issuance of an out-of-cycle purchase order. Out-of-cycle purchase orders that have been approved will be processed after purchase orders that were received prior to the April 26, 2024 deadline.



Attachments

Approved: 
Michael J. Burke, Superintendent

DEADLINE	DONE?	DESCRIPTION	YEAR-END EVENT OR REPORT
02/22/24		TITLE I GRANT	Enter and approve final FY24 budget transfer not to exceed \$5,000 to cover account deficits or pay for items funded through the Title I budgets.
03/13/24		TITLE I/UniSIG GRANTS	Last date for principals to approve any/all Title I and UniSIG (fund 4221) requisitions. All purchases, even on P-Card, other than summer tutorial program materials, kindergarten round-up materials, and refreshments for pre-approved parent trainings should be purchased by this date. Purchases for which the Title I deadline has already passed will not be allowed (i.e., online subscriptions, technology, equipment, reading kits or sets, etc.).
04/02/24	FYI		VIRTUAL - Annual Financial Management Closeout Meeting - 8:30-11:30am Register in eLearning Management.
Ongoing	FYI		Contact Purchasing to close any purchase orders that have been paid in full but still have funds encumbered against them. On a regular basis, run query PBF_PO_OPEN_SHIPTO_VCHR to monitor PO status. Email closePOrequest@palmbeachschools.org to close any obsolete PO lines to prevent them from rolling forward as encumbrances against the FY24 budget.
04/18/24	FYI		Annual Internal Accounts Closeout Meeting - 8:30-11:30am virtual through Google Meet. Launch link in eLearning Management - Monthly Treasurer Professional Learning Community (PLC) - Internal Close Out.
04/29/24 - 05/10/24			Check that all requisitions to outside vendors have become purchase orders. E-mail your Budget Manager to resolve situations where assistance is needed. If all approvals have been done, contact the purchasing agent to determine the reason for the delay.
04/19/24		A/R	Review invoices on the Internal Account Billing Statement for items that need to be transferred to FY24 budget funds using form PBSO 2242.
04/26/24		SPECIAL REQUISITIONS	Last date to enter and APPROVE ALL FY24 Special Request requisitions with the exception of Title I due 2/22/2024
04/26/24		TITLE I/UniSIG GRANTS	All items must be delivered to school site today or items must be canceled with the vendor and the PO must be closed.
04/26/24		TITLE I/UniSIG GRANTS	Last date to use P-Card for Title I/UniSIG purchases of kindergarten round-up materials, summer tutorial materials, and refreshments for parent trainings. Purchases must be reconciled to the May P-Card. June purchases are not allowable; only travel may be charged to the P-Card in June. All FY24 TDEs for conference travel or webinars must be routed and approved. All items must be delivered prior to event or items must be canceled with the vendor.
04/29/24	FYI	FY25 ORDERING	PeopleSoft System is now available for FY25 ordering with the exception of Title I. When entering requisitions for FY25, select NEXT FISCAL YEAR to insert 2025 as the budget year on the requisition. If you are still ordering for FY24 from the warehouse, designate 2024 as the budget year.
04/30/24	FYI		Schools and departments may begin processing FY25 budget transfers in PeopleSoft. Exceptions: Grant budgets that begin on 07/01/24 will not be available until July 1, 2024. Capital budgets will not be available until a later date that has yet to be determined--call Treasury for assistance with new school construction project FF&E.
05/03/24		MARKETPLACE	Last date to enter and APPROVE FY24 Marketplace requisitions to outside vendors. Warehouse ordering is available until 05/24/24. Exception: Title I Grant which needs to be approved by 02/22/2024.
05/10/24		REQUISITIONS	Exception: Grants that cross fiscal years may continue to place warehouse and marketplace orders until 06/06/24. Cancel all FY24 requisitions to outside vendors if they have not been approved by the principal or department head.
05/10/24		SUMMER READING ACADEMY	Last date to enter & APPROVE requisitions for Summer Reading Academy (Fund TBD). Supply expenditures are budgeted in FY24 and those budgets will not roll forward to FY25. Indicate "Summer Reading Academy" on all requisitions. If you have needs that are not found in the supply warehouse, you may use your P-Card for supplies up to \$1,000 in accordance with the District's P-Card guidelines.
05/10/24		SUMMER SCHOOL	Last date to enter and APPROVE requisitions for ELEMENTARY, MIDDLE and HIGH SCHOOL summer school (Fund 1102). Supply expenditures are budgeted in FY24 and those budgets will not roll forward to FY25. Indicate "Summer School" on all requisitions. If you have needs that are not found in the supply warehouse, you may use your P-Card for supplies up to \$1,000 in accordance with the District's standard P-Card guidelines.
05/20/24			Check with vendors for delivery dates on pending FY24 POs; these orders must be delivered, invoiced, receipted, matched and budget checked by 06/30/24. ONLY RECEIVE ITEMS THAT HAVE BEEN DELIVERED!
05/20/24		PAYROLL	May 24 payday - Cutoff date for input, submission and APPROVAL of Time & Attendance for pay period May 4 - May 17 is May 20 at 12 noon. Time entry screens will close Monday, May 20, at noon and reopen on Wednesday, May 22.
05/23/24	FYI		Final date for field trips using Transportation Department buses for school field trips. Tickets must be entered 14 days prior to trip date.
05/24/24		WAREHOUSE REQUISITIONS	Last day to enter and APPROVE FY24 Warehouse requisitions for schools and grants (except Title I which were due 2/22/24) that end 06/30/24. Exception: Grants that cross fiscal years may continue to place warehouse and marketplace orders until 06/06/24.
05/29/24		PAYROLL	Submit all Miscellaneous Employee Payment forms (PBSO 1767) for inclusion on the 06/07/24 paycheck. Any forms submitted after this date should be clearly marked as FY24 payments. SUBMIT ALL PAYMENTS AS THEY BECOME DUE--DO NOT HOLD OR DELAY PAYMENT REQUESTS TO MAXIMIZE PAYMENTS TO EMPLOYEES.
05/29/24		PAYROLL	Submit all Payroll Time & Attendance Correction Reports (PBSO 0121) for hours or adjustments not previously reported. Time and attendance exceptions may continue to be entered online in PeopleSoft for one prior period. Correction requests for payment of hours worked but not reported and received after this date will be charged to the FY25 budget.
06/03/24	FYI		Continue to contact Purchasing to close any FY24 purchase orders that still have funds encumbered against them. PBF_PO_OPEN_SHIPTO_VCHR
06/03/24		PAYROLL	June 7 payday - Cutoff date for input, submission and APPROVAL of Time & Attendance for pay period May 18 - May 31 is June 3 at 12 noon. Time entry screens will close Monday, June 3, at noon and reopen on Thursday, June 6.
06/06/24			Last day for Elementary Treasurers is June 6. MAKE ARRANGEMENTS FOR ENTERING PEOPLESFT RECEIPTS AND RECONCILING P-Card CHARGES THAT COME THROUGH WHILE THE TREASURER IS ON SUMMER VACATION. Submit any unpaid invoices to Accounts Payable prior to leaving for summer vacation.
06/06/24		P-CARDS	Last day to make any final FY24 P-Card purchases to ensure posting by June 27.
06/06/24		GRANTS	Last date to enter Warehouse & Marketplace requisitions for grants that cross fiscal years.
06/06/24		FY25 WAREHOUSE ORDERING	Last day to enter and approve FY25 warehouse requisitions for guaranteed delivery prior to the start of school. FY25 orders will not be delivered until after July. Exception: Title I ordering may not begin until July 1.
06/07/24		WAREHOUSE REQUISITIONS	Cancel all open FY24 warehouse requisitions.
06/14/24		PAYROLL	June 21 payday - Cutoff date for input, submission and APPROVAL of Time & Attendance for pay period June 1 - June 14 is Friday, June 14, at 5pm. Includes Summer School/MSCR/Reading Academy/VPK, etc. Time entry screens will close Friday, June 14, at 5pm and reopen on Tuesday, June 18.

DEADLINE	DONE?	DESCRIPTION	YEAR-END EVENT OR REPORT
06/20/24			Last date to request a journal entry to reclassify expenditures for FY24. This applies to miscoded P-Card transactions and any other expenditure transfers (including payroll transfers). Funds must be available to cover any amounts transferred. Includes Title I expenditures.
06/20/24		INTERNAL ACCOUNTS	Last date to submit Internal Accounts Funding Source Change for District Services and Goods (PBSD 2242) to reclassify expenditures between budgeted funds and internal accounts--this applies to payroll charges, P-Card charges, bus trips, requisitions, and any other items that were incorrectly charged to budget or internal accounts.
06/24/24			Submit Miscellaneous Payment Forms (PBSD 1275) for internal accounts reimbursements and postage to Accounts Payable.
06/24/24			Submit any unpaid ORIGINAL invoices to Accounts Payable for processing. These orders must be receipted and invoices matched and budget checked by June 30. CONTINUE TO DO THIS ON A WEEKLY BASIS from now through the end of the fiscal year TO ENSURE payment from FY24 funds.
06/27/24	FYI	FY24 P-CARD	June billing cycle ends for Purchasing Card; Any transactions posted to VISA statements as of this date will appear on the June statement and will be charged to the FY24 budgets.
06/28/24	FYI	FY25 P-CARD	July billing cycle begins for P-Card. Any items posted to VISA statement as of this date will appear on July statement & be charged to FY25 budgets.
06/30/24	FYI		Make sure FY24 purchase orders are delivered and invoiced by the vendor, received by the school or department, and posted for payment in order to be charged against the FY24 budgets. Any orders not completed by June 30 will be charged to the FY25 budget allocation. This applies to POs funded from operating funds, grant funds with 06/30/24 ending date (like Title I or IDEA), and Capital equipment. The POs will roll forward, but the budget funds to cover them will not roll forward, which may result in deficits in FY25.
06/30/24		TRAVEL	Submit all travel claims for travel dates for May 2 through May 31, 2024 to Accounts Payable. The policy REQUIRES ALL MAY TRAVEL CLAIMS to be received in Accounts Payable BY THE LAST BUSINESS DAY OF JUNE OR REIMBURSEMENT IS FORFEITED.
07/01/24	FYI	FY25 BEGINS	FY25 officially begins. Accounts Payable begins making FY25 payments to vendors on July 1. Schools and departments may continue to enter PeopleSoft receipts for items in both fiscal years. Schools may place P-Card orders using FY25 budgeted funds and purchases may be made against FY25 blanket purchase orders. New grants with beginning dates of 07/01/24 (Title I, ESE, etc.) are now open for expenditures. During the month of July, elementary, middle and high schools will begin receiving their FY25 custodial start-up orders.
07/08/24			Submit remaining FY24 invoices to Accounts Payable for processing against FY24 budget allocations. This includes invoices against FY24 POs and Misc Payment Requests (PBSD 1275) such as employee reimbursements, postage and Internal Accounts Reimbursements.
07/08/24		FY24 P-CARD	Last day to fund & approve June Purchasing Card transactions by noon. Transactions appearing on June statement will be charged to FY24 budgets.
07/09/24		FY24 P-CARD	P-Card Site Administrators are responsible for reviewing the force-post report to FY24 budgets for accuracy and must request any required expenditure transfers.
07/09/24		TRAVEL	Submit all travel claims for JUNE travel to Accounts Payable for payment against FY24 budgeted funds. The Travel Policy REQUIRES all June travel claims to be received in Accounts Payable by the FIFTH business day of July or reimbursement can be forfeited.
07/19/24		PO ROLL	PeopleSoft Financials is closed to roll open FY24 POs forward to FY25. These POs will be paid from FY25 budgeted funds once the PO carryover is complete. Budget transfers must be done in FY25 to cover any deficit balances that arise due to the PO rollover.
TBD	FYI		Budgets that carry forward from FY24 to FY25 will not be available until after the FY24 books are audited and closed, tentatively set for mid-September 2024. If there is a compelling operational need for a manual carryover prior to September, contact Treasury regarding the capital budget (3xxx funds) and Budget Services for the operating budget and other funds.