

**ADMINISTRATIVE CIRCULAR NO 38.**  
Office of the Chief Financial Officer

**SAN DIEGO UNIFIED SCHOOL DISTRICT**

**Date:** REVISED 2/26/14

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

**Subject:** 2013-2014 PROCESSING DEADLINES FOR:

- e-PRO REQUISITIONS (Special Request/Catalog/Direct Connect)
- ELECTRONIC FIELD TRIP REQUESTS
- EMPLOYEE ONLINE EXPENSE REPORTS
- EMPLOYEE ONLINE TRAVEL AUTHORIZATIONS
- INVOICES (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

**Reference:**

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

**Brief Explanation:** **\*\*\*PLEASE PLAN AHEAD for your purchasing decisions\*\*\***

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 20, 2014~~ **June 30, 2014**. Vendors don't always run transactions or send invoices on time. Early action is needed to ensure sites and departments do 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 in full by ~~June 20, 2014~~ June 30, 2014.***

To support the schedule for closing the 2013-14 fiscal year financial records, the following deadlines have been established. Adherence to each deadline is critical:

1. **March 7** – Last day to submit **and approve** e-Pro Special Request requisitions against the 2013-14 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 \$83,400 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

2. **March 14** – Last day to submit **and approve** e-Pro Special Request or Catalog requisitions against the 2013-14 budget for ***grant resources that expire on or before June 30, 2014***. 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 18** – Last day to submit **and approve** all Special or Catalog e-Pro requisitions for ***all*** funding sources against the 2013-14 budget. This does not include stock/inventory items, which are also ordered through the catalog. For inventory or stock items, please see paragraph 6. 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, 2014.

Don't wait until the final deadline date to submit your orders. Vendors don't always run transactions or issue invoices on time. Early action is needed to ensure sites and departments do 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 in full by June 30, 2014.**

4. **April 21** – First day to submit e-Pro Special Request and Catalog requisitions against the 2014-15 budget. E-Pro requisitions dated on or after April 21, 2014 will be charged against the 2014-15 budget.

On April 21, 2014, *all e-Pro requisitions will be automatically dated "July 1, 2014."* ***You must successfully budget check your requisition before you submit for approval. Preliminary budgets for 2014-15 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 2014-15 requisitions beginning July 1, 2014. Goods will be delivered after July 1, 2014.

5. **May 23** – Last day to submit **and approve** all e-Pro Direct Connect requisitions against the 2013-14 budget. A list of companies participating in the Direct Connect process is enclosed.
6. **May 30** – Last day to order stock/inventory items, including copier paper, through Distribution Services to be charged to the 2013-14 budget. Orders submitted after this date will be charged to the 2014-15 budget.
7. **June 6** – Last day to submit Field Trip Transportation Requests electronically against the 2013-14 budget. All field trips scheduled to take place on or before June 30, 2014 and requested by this date will be charged to the 2013-14 budget. Field trips scheduled for July 1, 2014 or later will be charged to the 2014-15 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, 2013 must be requested no later than June 9, 2013.**

8. **June 10** – Last day to make procurement card purchases against the 2013-14 budget. Any phone orders will need to be placed by such a date that the vendor will ensure posting to the June 15<sup>th</sup> statement. **Purchases that do not appear on the June 15, 2014 procurement card statement will be charged to the 2014-15 budget.** Vendors don't always run transactions on time. Don't wait until the deadline to make your purchases. Early action is needed to ensure sites and departments do not experience unanticipated expenditures in the following fiscal year when the same resources may not be appropriated.
9. **June 13** – Last day to deliver invoices to be charged against 2013-14 budget to the Accounts Payable department. Examples are: athletic reimbursement claims, invoices from consultants, or any invoices mailed to sites or departments.

Invoices totaling \$500 or more received by sites and departments after the deadline must be entered on a "2013-14 Accounts Payable Year-End Accrual Items" form. An administrative circular titled "2013-14 Accounts Payable Year-End Accrual Items" will be forthcoming in March 2014.

10. **June 17** – Last day for all employees to submit online expense reports for travel or mileage through June 17, 2014 against the 2013-14 budget. Ample time must be allowed for Accounts Payable staff to physically process and pay expense reports on or before June 30, 2014.

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 date activity. Submission of online expense reports by June 17, 2014 may only include mileage or expenses that have actually been incurred through June 17<sup>th</sup>. Expense reports must be created, approved and processed for payment in the same fiscal year. Activity for June 18<sup>th</sup> – June 30<sup>th</sup> will need to be recorded on a new report created on or after July 7, 2014.**

**Expense reports created, but not processed for payment by Accounts Payable by June 30, 2014 will be *denied*. Those employees will have to create replacement expense reports on or after July 7, 2014, which will be processed against the 2014-15 budget in the usual manner.**

11. **June 17** – Last day for all employees to submit online travel authorizations for professional development events that need to be encumbered or have prepayments against the 2013-14 budget. 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 physically process requested prepayments for airfare, hotel or conference registration fees on or before June 30, 2014. Travel authorizations not valid and approved by this date must be denied and replacements must be created and submitted on or after July 7, 2014, which will encumber the 2014-15 budget.

12. **July 1** – First day to submit **and approve** Direct Connect e-Pro requisitions to be charged to the 2014-15 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, 2014 and charged to the 2014-15 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 Hoffpauir 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, Budget Development  
Finance Division

APPROVED:



Jenny Salkeld  
Chief Financial Officer

SD:vb

Attachment

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

**SAN DIEGO UNIFIED SCHOOL DISTRICT**  
**Office of the Deputy Superintendent of Business**  
**Strategic Sourcing and Contracts Department**

January 1, 2014

**Vendors Participating in Direct Connect Ordering Process**

<b>Office/Technical Supplies</b>	<b>Classroom Supplies</b>	<b>Maintenance, Repair &amp; Operations</b>
Independent Stationers Office Depot Tech Depot	ETA/Cuisenaire Fisher Science Education Lakeshore Learning Materials School Specialty (multiple divisions) Abilitations Childcraft ClassroomDirect.com Delta Education Frey Scientific Premier Agendas Sax Arts & Crafts School Specialty/Education Essentials Sportime Teachers Discount	Grainger Graybar HD Supply Waxie Wesco Distribution

**SAN DIEGO UNIFIED SCHOOL DISTRICT**  
**Finance Division**  
**Budget Operations Department**

**Expiring Resources**

January 1, 2014 through June 30, 2014

<b>Resource Number</b>	<b>Budget Reference (if not 00)</b>	<b>Resource Description</b>	<b>Expiration Encumbrance Deadline</b>	<b>Expiration Payment Deadline</b>
58400		AFL		01/31/14
58600		Arts in Education		06/30/14
66900		TUPE Grades 6 - 12		06/30/14