



The **A**ccounts **P**ayable **B**ulletin

Providing you with the tools to be your very best

Volume 6 May 2011

As you know the District's fiscal year end is fast approaching. To assist with the closing we have dedicated this *The APB* to the year end process. Below you will find critical year end dates as well as some year end and new fiscal year helpful hints. If you have any general questions please contact our office at 390-2151 or email questions to accountspayabledcps@duvalschools.org.

Critical Year End Dates

May 13—Deadline for purchase requisitions using grants ending 6/30/11 are to be entered into SAP and released at all levels.

May 27—Deadline for entry of requisitions for supplies or services which will require informal quotation procedures (between \$5,000-\$50,000).

June 3—Deadline for requisitions to be released at all levels (between \$5,000-\$50,000).

June 7—Deadline for storeroom final goods issues and reservations.

June 8—Deadline for requisitions to be entered and released at all levels that can be processed without formal bid or informal quotation.

June 10— 1PM deadline to submit any change orders.

June 14—Deadline to submit travel reimbursement requests for FY 10-11 (requests received after this date may be paid using FY 11-12 funds).

June 20—Final pcard upload (pcard transactions are processed at different times by vendors. Even if a purchase is made on or before this date it may not be presented to you for validation. If a charge is not presented for validation then the validation will occur in the new fiscal year using the new year budgeted funds.)

June 22— **1)** Final Accounts Payable payment run. **2)** Deadline for purchase order goods receipts (only enter a goods receipt for items that have been received. Purchase orders are encumbered and the funds for those PO's will roll into the new fiscal year). **3)** Deadline to validate outstanding pcard transactions (any pcard purchases that have been made but have not been presented for validation will be expensed against the new fiscal year budget).

July 5—New Fiscal Year

Year End and New Fiscal Year Helpful Hints

FISCAL YEAR END

- Review existing copier leases. If you do not wish to renew your existing lease review the lease cancellation options to ensure you will meet all cancellation requirements.
- Review existing copier maintenance agreements. If you wish to cancel you must notify the vendor in writing at least 30 to 60 days prior to the cancellation date.
- Submit Prepayment Purchase Requisitions for Summer Camp functions that will occur after June 8 and before July 15 no later than June 8 (use pcard when possible).

- Make sure that all goods receipts are entered for goods received or services rendered.

NEW FISCAL YEAR

- Enter requisitions for copier maintenance agreements and lease agreements.
- Enter bus contractor blanket requisitions for field trips for FY 11-12.
- Enter blanket requisitions for print shop services.