



Santa Clara County Office of Education

Jon R. Gundry
County Superintendent of Schools

Date: April 12, 2017

To: Santa Clara County Office of Education Staff

From: Jas Sohal, Purchasing Manager, General Services
T. Ki Lam, Controller, Accounting Services

Re: **UPDATE** to 2016-17 Fiscal Year-end Deadline Schedule

It is that time of the year to prepare for the annual year-end closing of the books, which is June 30, 2016. This closing process requires the coordinated efforts of both sites and departments at SCCOE to ensure that all financial activity is accurately recorded and on time. It is imperative that everyone involved adhere to each applicable deadline outlined below.

Purchase Requisitions, Purchase Orders and Stores Order Deadlines

April 28: Purchase Requisitions over \$5,000
May 5: Purchase Requisitions \$5,000 and under
May 26: Last day for Stores Orders
June 2: Last day for Purchase Order Change Orders
Note: These dates indicate cutoff for requisitions to be in Purchasing's queue

P-Card Deadlines - Please approve transactions and submit receipts within 3 business days after month-end.

May 3: April P-Card Transactions
June 5: May P-Card Transactions
July 6: June P-Card Transactions

Request for Reimbursement Deadlines (mileage, travel, etc.) Due monthly; any requests prior to April are due by April 28.

May 31: April Reimbursements Requests
June 26: May Reimbursement Requests
July 7: June Reimbursement Requests

Accounts Receivable (A/R) Billing and Invoice Deadlines

June 19: Last day to enter AR invoices for FY16/17 and A/R cancellation requests (review prior fiscal year AR outstanding)

Journal, Cash Transfer, Payroll Transfers, Deposits, Accounts Payable (A/P) Invoice Deadlines

June 12: Begin submitting A/P invoices (Journal Entry, Cash Transfers, & Payroll Transfers) to avoid missing final close deadlines.
June 16: Cash Deposits
June 23: Cash Transfers and Payroll Transfers between Sub-Funds 12X, 130, 350, and County School Service Fund (CSSF)
July 6: Final Journal Payroll Transfers processing for corrections needing to be posted by June 30
July 14: Final A/P invoices for products/services received by June 30

Please contact your accountant or purchasing representative if you have any specific technical questions. If you anticipate difficulty in meeting any of these deadlines, please contact Ki Lam (Accounting) or Jas Sohal (Purchasing).

Please note that any exceptions to the above deadlines will need prior approval by the respective Branch Chief, and final approval by the Chief Business Officer.

Thank you for your cooperation in helping us meet the above deadlines.