

Finance Services Purchasing



Michelle Williams, Interim Director James Class, Director

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DATE:

May 12, 2021

**ACTION REQUIRED MEMORANDUM**

TO: FROM:

RE:

Principals, Directors, Bookkeepers and Secretaries

Michelle Williams, Interim Director, Finance Services James Class, Director, Purchasing Services

FINANCIAL CLOSE-OUT FOR 2020-2021

The following information will clarify the fiscal year-end close out procedures. Please inform the appropriate personnel of the schedule below so that items which need to be completed for the 2020-2021 school year can be processed in a timely manner.

# PURCHASE ORDERS

**May 21**

**May 28**

**May 24-**

**June 18 June 18**

**June 21**

Cut-off date for entry and release of requisitions to be converted into purchase orders for all schools and departments for 2020-2021 Budget.

Title I Part A cut-off date for entry and release of requisitions to be converted into purchase orders for **all schools and departments** for 2020-2021 Budget.

Emergency purchase orders for Maintenance, Construction, and Transportation Services ONLY for 2020-2021 Budget if approved by Finance.

2020-2021 Requisitions that were started and not fully approved will be deleted from the MUNIS system. On June 21, the deleted purchase requisitions can be re- entered and charged to the new budget for 2021-2022.

Budget will be available for the **new** fiscal year (2021-2022) and requisitions can be entered for all schools and departments. In requisition entry, the year defaults to 2022. (The year immediately follows the department field.) All purchase orders generated from these requisitions will begin with 22.

# FINANCIAL CLOSE-OUT FOR 2020-2021 (Continued)

**MUNIS RECEIVING**

**July 5** All receiving documents and MUNIS data entry for **goods received on or before *June 30, 2021*** are due in Accounts Payable to ensure payment from the 2020-2021 Budget. Please use the Quick Start Guide procedures for receiving on a MUNIS PO. **Please make sure the receipt date on the receiving entry in MUNIS is June 30, 2021 or prior.**

# CONTRACTS

**May 21**

**June 18**

**June 21**

**July 1**

**July 19**

Cut-off date for entry and release of contracts for all schools and departments for 2020-2021 Budget.

2020-2021 Contracts that were started and not fully approved will be deleted from the MUNIS system. On June 21, the deleted contracts can be re-entered and charged to the new budget for 2021-2022.

Budget will be available for the **new** fiscal year (2021-2022) and contracts can be entered for all schools and departments. If you are entering a contract for the new fiscal year, please make sure that the year entered in Munis is 2022 and the period is 1. After July 1st the system will default to year 2022 and period 1. All contracts generated will begin with 2022.

Payments and change orders for the **new** fiscal year (2021-2022) cannot be entered on prior year contracts from July 1 – July 18.

Prior year contracts that were marked to “roll forward” will be available in new fiscal year (2021-2022).

# P-CARD TRANSACTIONS

**June 16 June 30 July 1**

**July 1 July 7**

Purchasing cards (P-Card) transactions for Title I Part A must be completed in order to be included in the 2020-2021 grant year.

Any purchases posted at the bank on or before *June 30, 2021* will be charged to the 2020-2021 Budget.

For any purchases ordered prior to June 30, 2021 but received in Munis with a GL Effective Date after June 30, 2021: add “FY21” in the Charge Description location and attach documentation that the order was placed prior to June 30, 2021.

Any transactions with this purchase date or later will be charged to the **new** fiscal year (2021-2022).

Please make sure that P-Card transactions for the month ending June 30, 2021 are managed by this date so that these transactions can be expensed to fiscal year 2020-2021.

# FINANCIAL CLOSE-OUT FOR 2020-2021 (Continued)

**INVOICE ENTRY**

**July 8**

Invoices linked to contracts for **goods or services received on or before *June 30, 2021*** are to be entered into Invoice Entry to ensure payment is expensed to the 2020-2021 Budget. **Please make sure the Effective Date and Year/Period of the Batch are: June 30, 2021 and 2021/12.**

# SCHOOLS DISCRETIONARY FUNDS

**June 30**

**TRAVEL**

**July 1**

**July 1**

**PAYROLL**

**July 1**

**July 1**

Charges made on or before June 30, 2021 to discretionary projects 01000, 01020, 01030, 01060, and 01080 in excess of budgeted amounts will be charged to the Due to District 114200 object for the 2020-2021 fiscal year.

Reimbursement requests for Title I Part A for travel during the 2020-2021 fiscal year are due in the Grants Department.

Reimbursement requests for travel during the 2020-2021 fiscal year are due in Accounts Payable. Travel reimbursement requests not received by this deadline will be charged against your 2021-2022 budget.

All reimbursement requests for travel during the 2020-2021 fiscal year are due in Accounts Payable. Travel reimbursement requests not received by this deadline will be charged against your 2021-2022 budget.

Time entry deadline for July 9 payroll – last payroll for 2020-2021 fiscal year other than for in-service payments and travel reimbursement.

# EMPLOYEE PAYMENTS

**July 8** All curriculum contracts, stipends, and employee payments for work completed on or before June 30, 2021, must be received in Finance no later than July 8, 2021.

If you have any questions, please call Finance Services at 42268.

cc:

Ray Gadd, Deputy Superintendent

Marcy Hetzler-Nettles, Asst. Superintendent David Scanga Ed.D., Asst. Superintendent Olga Swinson, Chief Finance Officer Vanessa Hilton, Chief Academic Officer Sylvia Leeb, FNS Program Manager Bookkeeping Coordinators

Monica Ilse Ed.D., Asst. Superintendent Elizabeth Kuhn, Asst. Superintendent Kevin Shibley, Asst. Superintendent Kimberly Poe, Asst. Superintendent

Jessica McQuown, Systems Analyst, Information Services Finance Supervisors