

## 2020-2021 Business Office Deadlines

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### Weekly:

Submit all cash and checks collected at a campus and/or department

Timesheets- Paraprofessionals

Thursday following work-week (see calendar on website)

Accounts Payable Check Cut-off\*

***All payments are issued on Wednesday each week***

Support for travel submit by the preceding Monday

Support for vendor payments submit by the preceding Friday

- *Support submitted late will require business office approval to be including in the current week's check run.*
- *Any emergency requests for checks/ACH on a day other than the Wednesday check run will require business office approval*

Enrollment/Withdrawal

Every Friday

### Semi-Monthly:

Supplemental Time Sheets

5 business days prior to payday (see calendar on website)

### Six-Week Periods:

Verification Reports

Within one week of receiving from PEIMS Coordinator

### Annually:

February 28th

All BHISD Education Foundation grant funds expended

January 31st

All capital outlay funds expended

***Business Office approval required for any requests submitted after this date***

June 1<sup>st</sup>

Last Day to enter Requisitions for Current Year

June 24th

Last Day to receive on POs for Current Year

June 24th

Last Day to submit receipts, reimbursements and petty cash

June 29th

Last Day to submit cash deposits for Current Year

### As Needed:

Fixed Assets Disposal Form

Petty Cash Reimbursement Form\*\*

Donation Form- upon receipt \*\*

Absence from Duty- within 5 days of absence\*\*

### Miscellaneous:

Job Descriptions signed and returned to Business Office (Federally Funded employees only)

Time & Effort Certifications (Federally Funded Employees)

July- December

January 15<sup>th</sup>

January- June

June 15<sup>th</sup>

\*Business Office must have all support (i.e. invoices, receipts, travel requests, etc.) and must be received in Skyward by the deadline.

\*\* Forms can be located on District's Website