



Office of Josie Petitta  
Director of Finance  
31301 Evergreen Road, Beverly Hills, MI 48025  
248-203-3097

## Birmingham Public Schools Year End Procedures

### District Purchases

All District purchases for the 2023-24 School Year must be made by **Friday, May 10, 2024**. This includes all Vendor orders, Ecatalog, and Punchout, etc. If there is something that needs to be purchased after the deadline, please contact Josie Petitta at ext 33097. All items must be received in the District by or before June 30, 2024 in order to be charged against the current year's budget. Anything received after June 30<sup>th</sup> will be charged against the 2024-25 school year.

### FY 24 Purchase Order Deadline

The deadline for creating purchase orders against this year's budget is nearing. Please take the time to review budgets, open purchase orders, and current year needs. All purchase requisitions for the FY 24 budget year must be entered into the Business Plus system by the end of the workday **Friday, May 3, 2024**.

Accounting rules dictate that goods must be physically received and services performed by June 30 in order to be expensed to the 2023-2024 school year. The purchase order deadline is necessary to allow time for the processing, delivery, receiving and invoicing of purchase orders. It would be advantageous to review open purchase orders early in order to ensure that you are not encumbering budgetary resources that will not materialize. If you need help in running an Open Purchase Order Report (OSPO5002A), please contact the Business Office for assistance.

FY 24 purchase orders are for items used in the 2023-2024 school year only.

Startup supplies for next school year should be purchased from the 2024-2025 budget. Do not try to "use up" your budget. Large orders of planners, pencils, glue sticks etc. will not be approved. Any unspent funds will go back to the general fund and provide resources for future needs.

All purchases should have a receiver entered in Business Plus by **Friday June 14, 2024**.

All remaining open purchase orders will be closed by the end of the day **Friday June 28, 2024** and will not be rolled into the next year.

### FY24 Budget and New Year Purchase Orders

The budget for the 2024-2025 school year will be loaded into Business Plus after Board Adoption by **June 26, 2024**. However, FY 25 purchase requisitions may be entered beforehand. Purchase requisitions will be available by **Monday May 20, 2024** for the next school year. An email will be sent to let you know once the system is available.

**Please note:** Purchases for the next school year should not be delivered and/or received before **7/1/24** so please be sure to indicate **"Do not deliver until after 7/1/24"** in the Required Date area and in the Description field of any PO initiated for FY 25.

#### BIRMINGHAM PUBLIC SCHOOLS NOTICE OF NONDISCRIMINATION

The Board of Education is committed to maintaining a learning/working environment in which all individuals are treated with dignity and respect, free from discrimination and harassment. There will be no tolerance for discrimination or harassment on the basis of race, color, national origin, religion, sex, sexual orientation, marital status, genetic information, disability or age. The District prohibits harassment and other forms of discrimination whether occurring at school, on District property, in a District vehicle, or at any District related activity or event. The Superintendent will designate compliance officers and develop and implement regulations for the reporting, investigation and resolution of complaints of discrimination or harassment. The following people have been designated to handle inquiries regarding the nondiscrimination policies: Students - Inquiries related to discrimination on the basis of disability should be directed to: Executive Director of Special Education, 31301 Evergreen Road, Beverly Hills, MI 48025, 248.203.3000. Direct all other inquiries related to discrimination to: Assistant Superintendent of Human Resources, 31301 Evergreen Road, Beverly Hills, MI 48025, 248.203.3000.



## District Purchasing Card

District Purchasing Card transactions for the 2023-2024 school year must be completed by **Friday May 24, 2024** in order to allow adequate time for the purchase to be received and posted. This includes those purchases to be charged to student activity funds. All transactions must be reconciled in the Smart Data Online System and the Expense Reports emailed to the Business Office by **Friday June 14, 2024**.

Please be aware that for Buildings or Department that do not operate during the Summer months, Pcards will be shut off as of **Friday June 7, 2024** and will not be available for use.

## ICR's/Invoices

Invoices for the 2023-2024 School Year must be entered for payment by **Tuesday June 11, 2024**. Any invoice entered for payment after this date will be applied to the 2024-2025 school year. There will be no exceptions.

## Activity Funds

Activity fund purchases, requisitions and invoice entry are subject to the same deadlines and audit guidelines as listed above. All goods and services must be received and services performed by **Friday June 30, 2024** in order to be charged to FY 24. Also, any activity funds in the negative must be reconciled by **Monday June 3, 2024**. Activity accounts will not be allowed to be in a negative position at year end. If accounts are negative at year end, a transfer from the building's General Activity (Principal's) account will be made to bring the account into balance.

## Cash Receipts

All cash and checks received must be prepared for deposit, ready for driver pick up, and entered into Business Plus by **Wednesday June 12, 2024**.

## Employee Reimbursements and other Payroll Items

All employee reimbursements (Mileage, Conference Reimbursements, etc.) for FY 24 must be entered in Informed K12 and gone through all approvals by **Friday June 7, 2024**. Any reimbursement request entered after the due date **will not be considered for reimbursement**. Please make sure that the proper documentation is attached or you will not be reimbursed.

## Extra Day Timesheets

All outstanding extra day and Additional Hour timesheets must be submitted to payroll by the end of day **Friday May 24, 2024** through Informed K12.

As always, we are here to answer any questions that you may have or to help in any way. Please contact:

### Accounts Payable/Purchasing/Purchasing Cards

Angela Lindley xt. 33040

### Accounting/Cash Receipts

Katy Flannery xt. 33047

### Payroll

Manal Jomaa xt. 33048

### Grants/Accounting

Aurel Malutan xt. 33101

### Accounting/Employee Reimbursement/Budgets

Josie Petitta xt. 33097

Thank you for your assistance.

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