

DEADLINE	YEAR-END ACTIVITY	CONTACT
4/17/24 After Spring Break	<p>*REQUISITIONS – last day to enter all electronic purchase requisitions for the Current Year.</p> <p>Please order ASAP to avoid delays - a minimum of 8 weeks is recommended for any textbooks, furniture, and out-of-state orders to ensure delivery in the current fiscal year as there may be shipment delays from suppliers or carriers. Orders received on/after July 1st will be charged to next year's budget.</p> <p>Purchases are not to be made without first issuing a purchase order. Any unauthorized purchases could result in the denial of reimbursement to individuals. Purchases for less than \$50.00 can be paid from Petty Cash for your convenience.</p>	Annie ext. 100374 Yolanda ext. 100375
5/1/24	Begin entering electronic PURCHASE REQUISITIONS FOR FISCAL YEAR 2024-25. Instructions for the Requisition Copy Feature will be sent from Purchasing prior to May 1 st . Any requisitions in the queue must be released by the last day of school for your order to be placed.	Annie ext. 100374 Yolanda ext. 100375
5/17/24	Last Day to order from OFFICE DEPOT and PALACE for Current Year.	Annie ext. 100374 Yolanda ext. 100375
5/24/24	Last Day to order custodial supplies from VERITIV for Current Year.	Annie ext. 100374 Yolanda ext. 100375
5/24/24	<p>Hand deliver PETTY CASH (receipts, cash & request for reimbursement forms – signed with budget #'s) to Business Department</p> <p>Receipts that exceed your Petty Cash limit need to be processed on a Staff Expense Reimbursement Request for the individual by May 24th. To receive reimbursement before September, an address must be provided for the check to be mailed during the summer.</p>	Lisa ext. 100232 Patti ext. 100230
5/24/24	<p>CONFERENCE REIMBURSEMENT FORM (Include mailing address)</p> <p>MILEAGE REIMBURSEMENT FORM (Include mailing address)</p> <p>STAFF EXPENSE REIMBURSEMENT FORM - EMERGENCY PURCHASES ONLY AFTER 4/17/24 P.O. DEADLINE – please plan accordingly. (Include mailing address). Purchases after this date require prior approval.</p>	Lisa ext. 100232 Patti ext. 100230
5/24/24	Return all order forms and documentation for GIFT CARDS (Starbucks, Jamba Juice and Baskin Robbins).	Annie ext. 100374 Yolanda ext. 100375
6/3/24	Last day to order COPY PAPER from the warehouse for the Current Year.	Annie ext. 100374 Yolanda ext. 100375
6/3/24	OFFICE DEPOT PACKING LISTS	Patti ext. 100230
6/3/24	CASH RECEIPTS - Hand deliver all money received to Patti Ferreira	Patti ext. 100230
6/3/24	ASB - all receipts, Authorization of Expenditure forms, and deposits	Chuck ext. 100341
6/3/24	PRINT SHOP ORDER Form for fiscal year 2024-25 will be live on the website. Please do not order any Business forms in advance since we update them during the summer.	Arthur ext. 100361 Bianca ext. 100361
6/6/24 4 p.m.	All signed TIMECARDS for service agreements, overtime, extra time and substitute work done through 6/5/24 must be received by the Business office by 4 p.m. on the deadline.	Certificated: Shawna ext. 100219 Classified: Carin ext. 100218
6/7/24	Site requested EXPENSE/BUDGET TRANSFER FORM	Chuck ext. 100341 Thuy ext. 100291
6/14/24	ANNUAL ATTENDANCE SUMMARY REPORT Re-Runs - Months 1 – 11	MJ ext. 100217
7/1/24 Noon	<p>Any TIME SHEETS for time worked from 6/7/24 – 6/30/24 must be received in Payroll by noon on June 28, 2024 to be paid on the July 10th payroll.</p> <p>Checks will be mailed to the address listed on the warrant.</p>	Certificated: Shawna ext. 100219 Classified: Carin ext. 100218