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 2024-2025 School Year must be made by **Friday, May 9, 2025**. This includes all Vendor orders, 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, 2025 in order to be charged against the current year's budget. Anything received after June 30th will be charged against the 2025-2026 school year. No exceptions will be granted.

FY 25 Purchase Order Deadline

The deadline for creating purchase orders against this year's budget is nearing. Please take the time to review your budgets, open purchase orders, and current year needs. All purchase requisitions for the FY 25 budget year must be entered into the Business Plus system by the end of the workday **Friday, May 2, 2025**. Please remember that all purchases that of $5,000 or greater require a Purchase Order.

Accounting rules dictate that goods must be physically received and services performed by June 30th in order to be expensed to the 2024-2025 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 25 purchase orders are for items to be used in the 2024-2025 school year only.

Startup supplies for next school year should be purchased from the 2025-2026 budget. Please 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 13, 2025**.
All remaining open purchase orders will be closed by the end of the day **Friday June 20, 2025** and will not be rolled into the next year.

FY25 Budget and New Year Purchase Orders

The budget for the 2025-2026 school year will be loaded into Business Plus after Board Adoption by **June 27, 2025**. However, FY 26 purchase requisitions may be entered beforehand. Purchase requisitions will be available toward the end of May 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 **7/1/25** so please be sure to indicate "**Do not deliver until after 7/1/25"** in the Required Date area and in the Description field of any PO initiated for FY 26.

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.

Birmingham PUBLIC SCHOOLS
Achievement
Character
Community

District Purchasing Card

District Purchasing Card transactions for the 2025-2026 school year must be completed by **Friday May 23, 2025** in order to allow adequate time for the purchase to be received and posted. This also 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 no later than **Wednesday June 10, 2025**.

Please be aware that for Buildings or Departments that do not operate during the Summer months, Pcards will be inactivated as of **Friday May 23, 2025** and will not be available for use. Cards will be re-activated in August prior to your return.

Check Requests/Invoices

Invoices for the 2024-2025 School Year must be entered for payment by **Tuesday June 10, 2025.** Any invoice entered for payment after this date will be applied to the 2025-2026 school year. There will be no exceptions.

Activity Funds

Activity fund purchases, requisitions and invoice entries are subject to the same deadlines and audit guidelines as listed above. All goods and services must be received and services performed by **Monday June 30, 2025** in order to be charged to FY 25. Also, any activity funds in the negative must be reconciled by **Monday June 2, 2025**. 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/Principal's Activity account will be made to bring the account into balance.

Cash Receipts

All cash and checks received at your building must be prepared for deposit, ready for driver pick up, and entered into Business Plus Cash Receipt module by **Wednesday June 11, 2025.**

Employee Reimbursements and other Payroll Items

All employee reimbursements (Mileage, Conference Reimbursements, etc.) for FY 25 must be entered in Informed K12 and **gone through all approvals** by **Friday June 6, 2025.** 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 Pay Timesheets

All outstanding Extra Pay and Additional Hour timesheets must have gone through the approval process and submitted to payroll by the end of day **Friday May 23, 2025** 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

Payroll
Manal Jomaa xt. 33048

Accounting/Employee Reimbursements/Budgets
Josie Petitta xt. 33097

Accounting/Cash Receipts
Katy Flannery xt. 33047

Accounting/Grants
Jennifer Shattuck xt. 33101

Thank you for your assistance.

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