



Myra Berry, Ph.D.
Interim Superintendent

Kelly Dobell
Executive Director of Finance

December 19, 2025

**ACCOUNTING DEPARTMENT
FISCAL YEAR END
DEADLINE REMINDER NOTICE**

<u>DUE DATE</u>	<u>ITEM</u>
Friday, May 8, 2026	Last day to submit vouchers to the Accounting Department with sufficient budget and appropriate documentation. Vouchers used to circumvent established accounting and procurement policies and procedures will require additional executive approval and may be charged to next year's budget
Friday, May 8, 2026	Last day to submit goods receipts in BusinessPlus through May 2026 for review by the Accounting Department
Friday, June 5, 2026	Elementary, Middle, and High Schools must complete all student activity account transactions and bank reconciliations through May 2026 for review by the Accounting Department
Friday, June 5, 2026	Last day to submit year-end accrual requests for expenditures. Please provide a copy of the invoice or other relevant documentation. Invoices that arrive after June 5, 2026, for materials and/or services received before July 1, 2026, should be forwarded to the Accounting Department

Please ask vendors to send ALL invoices by email to accountspayable@slps.org or by postal mail to: Board of Education, St. Louis Public Schools, Attn: Accounts Payable, 801 N. 11th Street, St. Louis, MO 63101. PLEASE DO NOT HOLD COMPLETED DOCUMENTS UNTIL THE DEADLINE. Instead, submit for payment as completed.

If you need any assistance from the Fiscal Control Office, don't hesitate to get in touch with Stephanie Morris at
(314) 345-2278 for Accounts Payable-related issues and contact **Kelly Dobell at (314) 345-2275** for all other issues.



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2025 – 2026 FISCAL CONTROL DEADLINES

PROGRAMS	FINAL DATE TO ENTER REQUISITIONS (Pending availability of funds, including equipment request)	FINAL DATE TO LOG GOODS RECEIPT
<u>TITLE I</u> Project codes: 451001, 451002, 451004, 451005, 451006 <u>OTHER FEDERAL GRANTS</u> Project codes: 332000, 332010, 451020, 459003, 461000, 462000, 463000, 465000, 465001, 465002, 465010, 530020, 530010 <u>SPECIAL ED</u> Project codes: 437010, 441000, 441001, 442000, 128100, 442010	Friday, March 13, 2026	Friday, May 8, 2026
<u>ADULT VOCATIONAL EDUCATION/AEL/PERKINS V</u> Project codes: 427010, 436000	Friday, March 27, 2026	Friday, May 8, 2026
<u>GENERAL OPERATING</u> Fund: 110, 210, 410 <u>FOOD SERVICES (other than perishable food)</u> Fund: 140, 440 <u>REFUGEE IMPACT GRANT & AFGHAN REFUGEE</u> Project code: 497060, 497062	Friday, April 17, 2026	Friday, May 8, 2026
<u>FOUNDATIONS & CONTRIBUTIONS</u> Fund: 160, 260, 460 <u>SUMMER LEARNING</u> Project codes: 500660	Friday, April 24, 2026	Friday, May 8, 2026
<u>FOOD SERVICES (perishable food only)</u> Fund: 140, 440 <u>BUILDING SERVICES</u>	Friday, April 24, 2026	Friday, May 8, 2026